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ABSTRACT

Documentation supplied in this kit demonstrates how research libraries provide services to visiting scholars as distinguished from other categories of external user. A "visiting scholar" is most often defined as a faculty member affiliated with an institution of higher education but the term may also include independent scholars and persons affiliated with non-profit research institutions. Results of a survey of Association of Research Libraries (ARL) member libraries demonstrate that scholars connected with higher education institutions may have access to all ARL libraries and their in-house collections. Occasionally the library may limit the use to a restricted time period, for example, seven days. Reciprocal (consortial) agreements among libraries allow visiting scholars to borrow material and gain access to collections; it is viewed as both an extension of interlibrary loan and as part of the libraries' responsibility to each others' faculty. In general, the policies which govern in-house use for visiting scholars are much the same as for affiliated scholars; the only apparent difference in policy pertains to circulation policies. Nearly all visiting scholars incur fees for photocopying services, interlibrary borrowing, and online search services. Although short-term access to library collections is almost invariably free, fees are generally charged for long-term access. Included in this kit are a summary of the survey results and materials from more than 40 libraries and related agencies which include definitions of a visiting scholar, library policy statements, and documents supporting specific reciprocal borrowing agreements on the national, regional, and local level. (MAB)

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Onsite Access to Library Collections by Visiting Scholars

by Nancy D. Anderson, Associate Professor of Library Administration and Assistant Director of Departmental Library Services, Physical Sciences and Engineering Libraries, and Patricia F. Stenstrom, Associate Professor of Library Administration and Library Information Science Librarian, University of Illinois at Urbana-Champaign.

Little has been written to guide libraries in formulating policies with regard to offering services to visiting scholars. The only earlier pertinent SPEC Kit (#73, External User Services, April 1981) does not distinguish visiting scholars from any other category of external user. Yet the question of how best to provide service to this particular user group has occupied the attention of ARL library administrators. A May 20, 1987 memo to ARL directors sought to draw attention to research questions of interest to ARL. Among the topics were those concerned with the impact of library procedures on research: "How often and under what circumstances do visiting and independent scholars gain access to research library collections? Are there barriers or inhibitions for visiting and independent scholars gaining access to the material in the collections of research libraries? Are there additional protocols or procedures through which visiting scholars or independent scholars and others might be given improved access to research library collections?" Documentation supplied in this SPEC Kit will show that many research libraries have reached creative solutions to providing onsite access to visiting scholars.

SERVICES. Providing services to visiting scholars is far more complex than is generally realized. While "visiting scholar" most often means a faculty member affiliated with an institution of higher education, the term frequently also includes independent scholars and those persons affiliated with non-profit research institutions. Frequently, the latter scholars must demonstrate the seriousness of their research (often with plans for publication or the documented need for use of university level collections). Scholars affiliated with for-profit organizations are usually considered another category of user altogether and are often charged a fee. Some libraries make these distinctions in order to protect their collections or to recover some of the hidden costs of providing service.

The survey revealed, as might be guessed, that any scholar affiliated with an institution of higher education can have access to any ARL library, and use of the collection in-house. In some instances, use is restricted to a limited time period, e.g., seven days, and use by the general public, when available, is occasionally denied to high school students and/or those under eighteen. A substantial majority of the libraries provide access to doctoral students (86%) and scholars from other countries (89%). Over 61% also checked the "other" category when asked to whom onsite access was available.

In some very important respects, ARL onsite library service to visiting scholars is a component of national resource sharing. Most of the eighty-eight libraries responding to the survey indicate that they honor agreements with either and/or both OCLC and RLG libraries. Many of the libraries (51%) are also affiliated with other networks and consortia—national, regional, and local. Statewide networks and academic institutions in the same city or same region comprise the majority of these agreements. Many of these consortia and networks developed for other reasons, i.e., to further institutional cooperation in all areas, or to promote interlibrary loan or other specific activities. Frequently, automation has been a major factor in the creation of networks and consortia, and agreements for onsite use have been by-products. In addition to formal agreements, 36% of the respondents checked that special privilege is granted for "other" reasons. The most frequent comment in this category is "affiliation with an institution of higher education."

RECIPROCAL AGREEMENTS. While it is true that virtually all serious users can gain access to collections, reciprocal agreements characteristically provide better (i.e., faster) access and more service. As a minimum, it allows the visiting scholar to borrow material and its aim is to extend privileges to the visiting faculty member similar to those of the institution's faculty. Onsite borrowing within a consortium can be viewed as an extension of interlibrary loan—the visiting scholar is using, onsite, materials which are not ordinarily lendable, e.g., entire journal volumes, reference books, or manuscripts. This use is seen by the consortium libraries as part of their responsibility to each others' faculty. In some cases, a scholar's home institution may issue a borrowers card for identification, while in other instances, the scholars may use their home institution ID. Presently, many forms of identification are acceptable in addition to the reciprocal ID, but some are more acceptable than others. The most desirable other forms of identification are letters of introduction either

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from a department or a faculty member in the visited library or a letter from the home library.

While most general research collections are open access, research libraries usually include special collections which are tightly controlled. In general, policies governing in-house use are the same for visiting scholars as for affiliated scholars, and most surveyed libraries (80%) page materials in closed collections for visiting scholars. Difference in treatment for visiting scholars and the institution's affiliated users is apparent when circulation policies are examined, and these differences are greater without reciprocal agreements.

Nearly all respondents (87-90%) indicated that either self-service copying machines or photocopy cards are available to visiting scholars. Fifty-two percent checked that the user could pay cash for photocopying performed by library staff, while 35% reported that photocopying could be billed—usually available only for long-term visitors who had formalized their relationships to the university or the library. Other services which libraries may provide to visiting scholars (as well as their own faculty) are assistance in using other libraries, and library instruction/orientation. A small number of libraries provide study carrels or microcomputer facilities to visiting scholars. Interlibrary borrowing and online search services, while offered to the institution's faculty, are typically not provided free-of-charge to visiting scholars.

FEES. While short-term access to library collections is almost invariably free to visiting scholars, fees are charged by a few institutions. Fifty-one libraries (61%) reported that they charged no fees while 20 libraries (24%) charged all or some of the visiting scholars. Of those institutions charging fees, 12% are publicly supported universities and 44% are private institutions. As noted above, consortia are powerful agents for facilitating use of the collections by visiting scholars. Fees are rarely assessed to visiting scholars whose "home" university library is a member of a consortium, and when fees are charged, they are less than those charged to nonaffiliated visitors. (Another fee structure goes into effect if the visiting scholar is a member of a for-profit business as that organization is then usually asked to pay a corporate fee.) Fees range from nominal assessments ($25-$50) associated with processing identification or issuing courtesy cards to substantial fees ($200-$1,000), used to serve as protection of the collection and to compensate for staff time.

Fees are generally charged for long-term access (in most cases, this means more than seven days, although in a few instances it could mean any time from 2 weeks to 3 months), for borrowing, or for special services the visiting scholar might require. A few institutions who report that they provide online searching for the visiting scholar do so by charging a consultation fee in addition to the cost of the search. Interlibrary loan service, if provided at all to the visiting scholar, is available with payment of fees ranging from $3-12 per transaction.

Onsite access to collections is a very complex issue at least partly because libraries historically have used a variety of definitions for visiting scholar and access. The various categories of visiting scholar are associated with different privileges and restrictions and these are not always consistent from library to library. Access has been defined in a variety of ways by the respondents—from completely open access with browsing privileges to paging of materials by library staff. However, reciprocal agreements offer hope of improved uniformity as well as greater access. At the same time, the problems of definition have made it difficult to develop a standard set of guidelines. Creation of a glossary could be a preliminary step to satisfy the need expressed by 60% of the respondents for such guidelines. Also, reciprocal borrowing arrangements through consortia are, to the visiting scholar, one of the library world's best-kept secrets. Those visiting scholars who have experienced easier onsite access because of consortial agreements have benefitted tremendously. Continued improvement in libraries' publicizing more widely borrowing programs will create enormous good will along with improved acess to research collections.

* * *

This SPEC Kit on *Onsite Access to Library Collections by Visiting Scholars* (#155, June 1989) contains SPEC survey results, definitions, individual library statements, reciprocal borrowing agreements, and guidelines of fees for services.

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In addition to the publication of SPEC Kits, the Office of Management Services helps academic and research libraries increase their effectiveness through specialized training programs designed to improve staff competence. The OMS Training and Staff Development Program was developed in 1973, and since that time more than 7,000 librarians have participated in its programs.

Six different management institutes are offered, each geared toward preparing librarians to operate more effectively — both as individuals and as part of the library team.

BASIC LIBRARY MANAGEMENT SKILLS INSTITUTE:

The Manager

This 3½-day institute focuses on the individual's relationship to the library organization, and to others within the organization: subordinates, peers and upper management. Through self-awareness tools and learning experiences, participants have an opportunity to reflect on their current approach to managerial and supervisory responsibilities. The institute also systematically introduces and reviews a range of concepts and techniques associated with effective management. The goal is to broaden the manager's ability to function in his or her role and to contribute to the organization as a whole.

LIBRARY ANALYTICAL SKILLS INSTITUTE

Today's libraries are much larger and more complex than those of twenty or even ten years ago. This growth has created intense competition for resources. In response, library managers recognize a need to approach organizational problems more analytically and creatively. This 3½-day institute is designed to strengthen the skills needed to observe, diagnose and take the actions required to create substantive, meaningful change in library operations and organizations. These skills are necessary for sound decision-making and planning and essential for making a case for financial support, demonstrating accountability, evaluating operations, understanding user needs or measuring user satisfaction.

CREATIVITY TO INNOVATION WORKSHOP:

Breaking the Bonds of Traditional Thinking

This 2½-day workshop is designed to improve library effectiveness through the application of creative problem-solving strategies to library concerns. The workshop will focus on both individual and organizational aspects of creativity. Participants will develop an understanding of personal strengths and have an opportunity to build skills in using individual and group techniques in organizational problem-solving. Factors which contribute to a climate for creativity and innovation will also be studied.

ADVANCED LIBRARY MANAGEMENT SKILLS INSTITUTE:

The Management Process

The Advanced Institute, a 5½-day program, focuses on the individual's ability to have a positive influence on the overall performance of the organization. Through simulation of a library organization, participants are able to observe the effects of various interventions on the system as a whole. This institute emphasizes skill-building in observing, diagnosing, and planning for solving organizational problems and for capitalizing on organizational opportunities.

MANAGING THE LEARNING PROCESS INSTITUTE

Library administrators recognize that staff development plays a crucial role in the ongoing effectiveness of individuals within the organization. Because resources are scarce, administrators need to get the most from their training dollars. This 3½-day institute is designed to provide a conceptual framework for the provision of training, as well as methods and techniques to carry out the work. With this knowledge and these skills, library staff can make better judgments about what kind of training will have a significant impact on library operations. This program can also form the basis of an inhouse training program at their home institution.

RESOURCE MANAGEMENT INSTITUTE:

Financial Skills for Librarians

Recognizing that there are as many systems for monitoring and allocating financial resources as there are libraries, the primary goal of this institute is to help library managers make more sound resource decisions using financial tools which are already available. This 3½-day institute explores the actual and potential roles of financial management systems in improving organizational performance The annual budget cycle will provide the context for managers to understand their contribution to the library's ability to make informed choices about the use of its resources.

Individuals interested in these programs should contact the OMS Office Manager at:
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SPEC SURVEY RESULTS

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February 3, 1989

TO: SPEC Liaisons

FROM: Nancy Anderson, Mathematics Library, Univ. of Illinois
(OMS Collaborative Research Writer)

RE: Upcoming SPEC Kit on Visiting Scholars

Interest in how scholars use collections other than their own is on the upswing. Over the past two years, SPEC has been asked to explore this issue by ARL library directors, as well as by scholars and researchers who would like to know what to expect when visiting ARL institutions.

For this survey and kit, "visiting scholars" is defined as members of a faculty of a college or university, or persons affiliated with learned societies or research agencies, who wish to use a library for scholarly research, but who are not affiliated with the library's parent institution.

The kit will be exploring several issues, including the relationship of visiting scholar practices to interlibrary loan and resource-sharing activities, and the differences between policies for visiting and affiliated scholars.

Your comments on any of the questions will be most helpful in preparing the kit. Return this survey form, with supporting documents, by March 3, 1989 to: OMS Collaborative Research-Writer Nancy D. Anderson, Mathematics Library, 216 Altgeld Hall, 1409 West Green Street, University of Illinois, Urbana, IL 61801. PHONE (217) 333-2884.

2/3/89

SPEC SURVEY:
ONSITE ACCESS TO LIBRARY COLLECTIONS BY VISITING SCHOLARS

NAME: ______________________________

TITLE: ______________________________

LIBRARY: ____________________ PHONE: (ac)__________

Note: For this kit/flyer, "visiting scholars" is defined as members of a faculty of a college or university, or persons affiliated with learned societies or research agencies, who wish to use a library for scholarly research, but are not affiliated with the library's parent institution.

TYPES OF USERS

1. (Check all responses that apply.) Our library honors visiting scholar agreements in the following situations:

43 Scholars affiliated with RLG institutions
52 Scholars affiliated with OCLC institutions
45 Scholars affiliated with other networks and consortia Briefly describe or enclose readily-available documents.

58 Local and area agreements between two or more otherwise unrelated libraries. Briefly describe or enclose readily-available documents.

32 Other. Briefly describe or enclose readily-available documents.

0 None

2. (Check all responses that apply.) Our library provides onsite access to collections for the following other categories of visiting scholars.

76 Doctoral students
78 Scholars from other countries
54 Other. Briefly describe or enclose readily-available documents.

ARRANGEMENTS FOR USE

4. (Check all responses that apply.) Our library accepts these forms of identification in order to issue a permit to use the library by a visiting scholar.

44 Standard identification (e.g., driver's license)
57 Letter from scholar's home library
53 Letter from scholar's home institution
57 Letter of introduction from a faculty member in our institution
58 Letter of introduction from a department in our institution
34 Other. Briefly describe or enclose readily-available documents.

5. Our library charges a fee to use the collections to:

3 All visiting scholars
17 Some visiting scholars
51 None
13 Other. Briefly describe or enclose readily-available documents.

6. Would your library benefit from a set of standard guidelines for onsite access to collections by visiting scholars?

52 Yes
26 No

Comments:

Your comments on any of the questions will be most helpful in preparing the kit. Return this survey form, with supporting documents, by March 3, 1989 to: OMS Collaborative Research-Writer Nancy D. Anderson, Mathematics Library, 216 Altgeld Hall, 1409 West Green Street, University of Illinois, Urbana, IL 61801. PHONE (217) 333-2884.

3. Circle **YES** or **NO** for each statement, and then indicate if the policy/procedure for visiting scholars is the **SAME** or **DIFFERENT** as the one for affiliated scholars.

USE OF THE COLLECTION	YES	NO	SAME	DIFFERENT
All the collection is open access and visiting scholars are allowed to browse freely	45	38	79	1
Part of the collection is open access and part is closed. All visiting scholars can browse the closed part of the collection	9	66	70	1
Part of the collection is open access and part is closed. Some visiting scholars can browse the closed part of the collection	10	62	64	3
Materials housed in the closed collection(s) are paged for visiting scholars	63	16	72	1
All the collection is restricted access and all materials are paged for visiting scholars	2	68	64	0
All the collection is restricted access, but browsing is sometimes possible for visiting scholars	1	67	64	0

CIRCULATION POLICIES	YES	NO	SAME	DIFFERENT
Visiting scholars may use materials in room or building only	26	49	55	17
Materials may circulate with visiting scholars outside the building under certain conditions	62	22	48	33
Materials circulate with visiting scholars according to special rules	45	33	42	33

PROVISION OF SERVICES TO VISITING SCHOLARS	YES	NO	SAME	DIFFERENT
Interlibrary borrowing	32	55	32	50
Self-service coin-operated copying machines	82	2	84	0
Photocopying cards	76	11	80	2
User may be billed for photocopying performed by library staff	30	56	58	24
User must pay cash for photocopying performed by library staff	43	39	64	16
Studies or carrels are provided	29	58	50	44
Assistance in using other libraries is provided	60	23	64	16
Instruction or orientation in using our library	78	10	75	8
Handbook or guide to the library	84	3	81	0
Online search services are provided	58	29	55	23
Microcomputer facilities are provided	29	55	66	12

Enclose readily-available policies and procedures.

LIST OF RESPONDING LIBRARIES

University of Alabama
University of Arizona
Arizona State University
University of British Columbia
Brown University
University of California, Berkeley
University of California, Davis
University of California, Los Angeles
University of California, Riverside
University of California, San Diego
University of California, Santa Barbara
Case Western Reserve University
Center for Research Libraries
University of Chicago
University of Cincinnati
University of Colorado
Colorado State University
Columbia University
Cornell University Libraries
Dartmouth College
Duke University
Emory University
University of Florida
Florida State University
Georgetown University
University of Georgia
Georgia Institute of Technology
Harvard University
University of Hawaii
Howard University
University of Illinois at Urbana-Champaign
Indiana University
Iowa State University
Johns Hopkins University
University of Kansas
University of Kentucky
Kent State University
Laval University
Louisiana State University
McMaster University
University of Manitoba
University of Maryland
Massachusetts Institute of Technology

University of Miami
University of Michigan
Michigan State University
University of Minnesota
University of Missouri
University of Nebraska - Lincoln
University of New Mexico
New York University
University of North Carolina
North Carolina State University
Northwestern University
University of Notre Dame
Ohio State University
Oklahoma State University
University of Oregon
University of Pennsylvania
Pennsylvania State University
University of Pittsburgh
Princeton University
Purdue University
Queen's University
Rice University
Rutgers University
University of Southern California
Southern Illinois University
Stanford University
State University of New York at Albany
State University of New York at Buffalo
State University of New York at Stony Brook
Syracuse University
Temple University
University of Tennessee
University of Texas
Texas A &M University
University of Toronto
Tulane University
University of Utah
Virginia Polytechnic Institute and State University
University of Virginia
Washington State University
Washington University
Wayne State University
University of Wisconsin
Yale University
York University

DEFINITION OF A VISITING SCHOLAR

BERKELEY: THE GENERAL LIBRARY

January 3, 1989

DEANS, DIRECTORS, DEPARTMENT CHAIRS, AND ADMINISTRATIVE OFFICERS:

RE: Library Scholars Services Card for Visiting Scholars and Post Doctoral Fellows -- Effective Spring Semester 1989

The Library is introducing a new policy that will apply to visiting scholars and post-doctoral fellows. The new policy, which goes into effect Spring Semester 1989, is an effort to develop uniformity for providing library services to campus personnel who are not members of the primary campus community (appointed faculty and staff, registered students), and to ensure that the Library's limited resources are not dissipated so as to disadvantage its primary clientele.

The number of visiting scholars and post-doctoral fellows using the Library has climbed over the past decade, so that they now represent over a thousand borrowers a year. Many of these individuals seek campus affiliation solely for the purpose of borrowing library materials. The Graduate Division alone --one of 6 campus locations that approve "visiting scholar" status--approved over 637 and 798 such appointments in 1985/86 and 1986/87.

In the fall of 1988 the Senate Library Committee approved a new policy for visiting scholars and post-doctoral fellows designed to provide these users with a level of service that will not jeopardize the Library's ability to continue its primary mission to support the teaching and research needs of campus faculty, students and staff. The Library's new Scholar Services policy has since been approved by the Vice Chancellor's Advisory Council and the Graduate Council.

Attached are copies of the Scholar Services policy statement and the Scholar Services Card application form. Beginning with applicants for Spring Semester 1989 cards, visiting scholars will have a choice of enrolling in one of two levels of library services, BASIC and ADVANCED. The BASIC service program waives the State-mandated access fee for basic borrowing privileges and offers applicants the same services provided to faculty from non-UC institutions. The ADVANCED service program offers additional services for a fee which may be paid either by the applicant or the applicant's department. The back of the Scholars Services application form describes the range of library services available to visiting scholars. Application instructions and instructions for ordering additional Scholars Services forms are described in the policy statement.

The Scholar Services policy and application form have also been distributed to the six campus divisions and professional schools that grant visiting scholar status.

UNIVERSITY OF CALIFORNIA—(Letterhead for interdepartmental use)

UNIVERSITY OF CALIFORNIA, RIVERSIDE

BERKELEY • DAVIS • IRVINE • LOS ANGELES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO SANTA BARBARA • SANTA CRUZ

THE UNIVERSITY LIBRARY P.O. BOX 5900, RIVERSIDE, CALIFORNIA 92517

POLICY ON USE OF THE UCR LIBRARY BY INDEPENDENT SCHOLARS

Members of the Friends of the Library who wish to be accorded the status of independent scholar must apply in writing to the University Librarian and include a description of the research program. They must also provide two letters from scholars who are familiar with his or her research and can comment on that research. At the discretion of the University Librarian, the application for recognition as an independent scholar may be reviewed with the appropriate academic department.

An independent scholar is defined as one who uses the library primarily for publishable research, excluding genealogical and personal family history research. He or she cannot be affiliated with an educational institution nor can the research be connected with employment. The independent scholar must be 18 years of age or older and must be a resident of the state of California.

The following services are offered to independent scholars, in addition to those accorded nonaffiliated borrowers in general:

Loan period of one month for monographs

Ability to check out bound and unbound journals from Rivera Library

No limit placed on the number of items which can be checked out

Ability to recall material from other patrons

Additional circulation information which affects nonaffiliated borrowers may be obtained by consulting the "Lending Guide for Community Borrowers" handout available at all circulation service desks.

Dartmouth College Library HANOVER • NEW HAMPSHIRE • 03755

1 January 1988
Library Policy Statement #9

Services to Outside Users

Purpose:

While the Dartmouth College Library's primary goal is to provide for the research needs of Dartmouth College faculty, students,and staff, it has traditionally offered some services to outside users. This policy outlines services offered to the various groups of outside users:

1. Dartmouth Employee/Student Family
2. Dartmouth Alumni
3. Research Libraries Group
4. Individual Guest User
5. Corporate Guest User
6. Registered High School User
7. Unregistered Library User
8. Dartmouth-Hitchcock Medical Center exclusive of Dartmouth Medical School
9. Academic Nursing Programs

Upon registration, an individual receives a library card which establishes eligibility for services. Except for the Corporate Guest User card, these cards are not transferable from one individual to another. The registered individual must present a card to receive entitled services. If an individual fails to comply with library policy, library privileges may be revoked. Specific information about fees for services is contained in Library Policy Statement #5.

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Statement of Policy by Category:

1. Dartmouth Employee/Student Family

Definition: Immediate household family members of faculty, students, regular employees whose scheduled work hours are at least 20 hours per week, emeriti, and retired staff of Dartmouth College (including the Medical School, Thayer School, and Tuck School). Persons high school age or younger or who are enrolled as a student in an academic program at another institution are not eligible for library privileges except by special arrangement.

Services & Fees: Dartmouth Employee/Student Family users are entitled to the same services offered to Dartmouth AP-II employees; there is no fee for library access, book borrowing, reference service, or interlibrary loan service. Some libraries may assess a fee for online search services.

2. Dartmouth Alumni

Definition: Any alumnus/a of Dartmouth College (including the Medical School, Thayer School, and Tuck School). Eligibility is not restricted geographically, but person not living in the local area must be able to return items quickly on short notice.

Services & Fees: Alumni Users are entitled to library access, book borrowing, and reference services at no charge. Interlibrary loan and online search services are available for a fee.

3. Research Libraries Group

Definition: Any faculty, student, or staff person from an RLG member institution. Eligibility is established by presenting a valid ID card or its equivalent from the member institution.

Services & Fees: RLG users are entitled to free library access and reference services. Faculty and graduate student RLG users may receive free borrowing privileges and intelibrary loan services during residence in the local area. Online search services are available for a fee.

4. Individual Guest User

Definition: Any local resident not affiliated with Dartmouth College (including the Medical School, Thayer School, and Tuck School). Persons high school age or younger or who are enrolled as students in an academic program at another institution are not eligible.

Services & Fees: Individual Guest Users receive library access and book borrowing privileges on payment of a fee. There is a minimum registration of three months. Reference services are free for the first quarter hour on any project, then for a fee. Interlibrary loan and online search services are available for a fee.

5. Corporate Guest User

Definition: Any local organization with a need for a transferable library card for ordinary library services. More extensive services must be negotiated with the library. One individual in the organization must serve as the library coordinator and be responsible for all items and services charged to the organization.

Services & Fees: Corporate Guest Users receive library access and book borrowing privileges on payment of a fee. Any organization which has contractual arrangements with Dartmouth College that involve library privileges may be exempt from these fees. Reference services are free for the first quarter hour of any project, then for a fee. Organizations with a designated librarian should arrange interlibrary loans through their own organization; others may use this service for a fee. Online search services are available for a fee.

6. Registered High School User

Definition: Any 11th or 12th grade student in a local secondary school whose research needs cannot be met by school, town, or state libraries. Registration is through the school librarian, who is ultimately responsible for items borrowed. Each student may register for one 2-week period each academic year.

Service & Fees: Registered High School Users receive library access, book borrowing, and reference services at no cost. Interlibrary loan and online search services are not available.

7. Unregistered Library User

Definition: Any person above high school age.

Services & Fees: Unregistered Library Users receive free library access but no borrowing privileges or interlibrary loan services. Reference services are available free for the first quarter hour of a project, then for a fee. Online search services are available for a fee.

8. Dartmouth-Hitchcock Medical Center exclusive of Dartmouth Medical School

Definition: Any employee of the Dartmouth-Hitchcock Medical Center (excluding the faculty and other employees of Dartmouth Medical School, who have library services in all campus libraries). Dana Biomedical Library will maintain an up-to-date list of approved components of the Medical Center.

Services & Fees: DHMC personnel will receive full privileges and services at Dana Biomedical Library only. For services in other campus libraries, individuals are considered Unregistered Library Users, unless they register as an Individual Guest User. Library access, book and audio-visual borrowing, and reference services are available free at Dana Library. Interlibrary loan services at Dana are available free to employees of some DHMC components. Online search services are available to all for a fee.

9. Academic Nursing Programs

Definition: All students and faculty in affiliated academic nursing programs.

Services & Fees: Affiliated academic nursing program students and faculty receive full privileges and services in Dana Biomedical Library only. For services in other campus libraries, individuals are considered Unregistered Library Users, unless they register as Individual Guest Users (faculty only). Library access, book and audio-visual borrowing, and reference services are available free at Dana Library. Students and faculty who do not have a primary affiliation with the Dartmouth-Hitchcock Medical Center should use their local library for interlibrary loans. Those who have a primary affiliation with DHMC may obtain free interlibrary loan services at Dana Library. Online search services are available to all for a fee.

DARTMOUTH COLLEGE LIBRARY

OUTSIDE USERS SERVICES & FEES	Library Access	Book Borrowing	Reference Services	Interlibrary Loan*	Online Searching *
Dartmouth Employee/Student Family	Free	Free	Free	Free	100% of direct costs
Dartmouth Alumni	Free	Free	Free	$12 minimum or 100% of direct costs	100% of direct costs
Research Libraries Group	Free	Free Faculty & Graduate Students only	Free	Free Faculty & Graduate Students only	100% of direct costs
Individual Guest User	Free	$10/month $100/year 3 mo. minimum	1st 1/4 hr. free. $10 each additional 1/4 hr.	$12 minimum or 100% of direct costs	150% of direct costs
Corporate Guest User	Free	$25/month $250 /year	1st 1/4 hr. free. $10 each additional 1/4 hr.	$12 minimum or 100% of direct costs (5 free each year)	150% of direct costs
Registered High School User	Free	Free	Free	Not available	Not available
Unregistered Library User	Free	Not available	1st 1/4 hr. free. $10 each additional 1/4 hr.	Not available	200% of direct costs
Dartmouth-Hitchcock Medical Center Exclusive of Dartmouth Medical School		Full services at Dana Library. May register as Individual Guest User for services in other libraries.			
Academic Nursing Programs		Full services at Dana Library. May register as Individual Guest User for services in other libraries.			

* Policies may vary at Dana Biomedical Library and Feldberg Business & Engineering Library.

THE UNIVERSITY OF TEXAS AT AUSTIN
AUSTIN, TEXAS 78712

Vice President
and Dean of Graduate Studies

VISITING SCHOLAR

Visiting Scholars are welcomed in The University of Texas. This notice provides information about Visiting Scholars and about the procedures for appointing them.

1. The title of Visiting Scholar is reserved for established scholars of tenure rank in senior universities, or the equivalent, such as editors of distinguished journals or other recognized institutions of scholarship.

2. Visiting Scholars do not receive a stipend in their appointment, nor does their appointment imply tenure or continuation in the University.

3. Office space--if it is available--is provided to Visiting Scholars by the departments with which they are associated. Other University services are requested on behalf of the scholar by the Office of Graduate Studies.

4. A recommendation for the appointment of a Visiting Scholar originates in a department of the University. A standard recommendation form should be used to nominate a scholar and it should be accompanied by a vita and by a brief note describing the circumstance of your guest's visit. The request is sent to and approved by the Vice-President and Dean of Graduate Studies; a certificate of appointment is sent to the scholar and notice of it is then sent to the sponsoring department.

Irwin C. Lieb

Irwin C. Lieb, Vice-President
and Dean of Graduate Studies

pc
Enclosure

INDIVIDUAL LIBRARY STATEMENTS

THE UNIVERSITY OF ARIZONA
TUCSON, ARIZONA 85721

UNIVERSITY LIBRARY

Library Cards for Visiting Scholars

Library cards may be issued by the University Library, granting visiting scholars the faculty loan period. Cards may be issued for the duration of the visit. If the visit is longer than a year, the card needs to be revalidated each year.

Please follow these procedures:

1) For visiting scholars with University of Arizona ID cards or Dept. key cards--present the card at the loan desk.

2) For visiting scholars affiliated with a University of Arizona department, but without a University of Arizona ID card--a letter should be addressed to the Head Loan Librarian, signed by the department chairman, explaining the scholar's relationship to the department and stating the duration for which a card should be issued. Upon presentation of a letter of recommendation a card will be issued. The card will expire on the last day of the scholar's visit or one year from the date of issue.

3) For faculty members from other colleges working independently in this area--the faculty member should have his ID card from his own college. If it is not evident from the ID card that he is currently employed, other evidence, such as a contract, is needed also. An Arizona address is required. Residence in a hotel does not establish an Arizona address, unless the room is being rented on a long-term basis, such as monthly.

Policy Governing Use of the Card:

1. To check out library material the employee must present the the library card.
2. The individual will be held responsible for all fines and other charges accrued through use of the card. The card will not be updated each year unless all fines are paid. Current fine and and replacement charges are:

   A. Fines:
      1. Regular materials -- 25¢ per day
      2. Recalled material -- $1 per day
      3. Reserved material -- varies($1 per day to $1 per hour)

      The maximum fine is $25 per item.

   B. Replacement Charges:
      1. Replacement charges for material overdue 24 days include the maximum $25 fine in addition to a $35 replacement charge. Material returned after a repacement bill has been generated is subject to the maximum overdue fine of $25.
      2. The charge for replacing a lost or stolen card is $5.

3. Material needed beyond the loan period given may be brought into the Library for renewal providing another borrower does not need the item. Renewals may not be made by telephone.

USE OF THE BROWN UNIVERSITY LIBRARY

The primary goal of the library of Brown University is to support the instructional and research activities of the Brown academic community. Because of the demands placed on library resources, access to and use of the collections in the Rockefeller, Sciences, Pembroke, and Orwig Music Libraries are generally restricted to individuals affiliated with the University. However, researchers and scholars from outside the University may obtain reading or borrowing privileges under the guidelines outlined below. The special collections in the John Hay Library and the Annmary Brown Memorial are non-circulating and are available for consultation by all individuals engaged in serious scholarly pursuits; registration at the reader's services desks to use these collections is required. The John Carter Brown Library is a separately administered unit of Brown University; questions concerning access to the JCB should directed to the JCB staff at 863-2725.

There are several means of access to the collections in the Rockefeller and Sciences Libraries: by referral letter, through membership in the Friends of the Brown University Library, through one of the Libraries' reciprocal access arrangements, or through purchase of a library card. Referral letters, issued by another academic library (or one of the public libraries noted below), allow the individual to use the collections at Brown for a short period of time, normally less than two weeks. Borrowing cards entitle an individual to borrow all normally circulating materials. The costs for these services reflect the cost of library services to the Brown community.

When using the libraries at Brown, we ask your cooperation in being considerate of the students, especially during reading periods and final exams when study space is at a premium. Visitors who fail to comply with the rules and regulations of the Brown University Library may lose their library privileges.

Questions concerning access policies should be directed to the Rockefeller Library Circulation Office, 863-2165, from 9 a.m. to 5 p.m. weekdays. All library cards are issued by that office.

VISITING SCHOLARS:

Faculty, researchers and graduate students from academic institutions outside the Providence area who wish to make use of the Brown University Library may have reading privileges for up to two weeks in any academic year. For extended use of the collections, or borrowing privileges, one may apply at the Rockefeller Circulation Department. A fee of either $50 per year, for reading privileges only, or $300 per year, for borrowing privileges, is required. Fee-payment privileges do not include interlibrary loan services or database searches. In addition, individuals who purchase library cards may choose to be members of Friends of the Brown University Library (these memberships are issued on a calendar year basis).

ALUMNI:

Brown alumni may obtain reading privileges without a fee. A reading card, valid for one year and renewable, may be obtained at the Rockefeller Circulation Department. Alumni who wish to borrow books from the Brown University Library are asked to pay a fee of $50 per year. This fee does not include interlibrary loan services or database searches. Alumni who purchase library cards may choose to be members of Friends of the Brown University Library (these memberships are issued on a calendar year basis).

READING PRIVILEGES:

Individuals employed by Rhode Island government agencies, non-profit organizations, or health science institutions may apply for reading room privileges at the Rockefeller Library Circulation Department for a fee of $25 per year. A letter of verification from the agency is required. In addition, the Brown libraries serve the State of Rhode Island as a special research center under agreement with the Department of State Library Services. Individuals with the appropriate referral letter from DSLS, or the Providence, Westerly, Barrington, Pawtucket or Warwick Public Libraries will be granted reading privileges for the time period indicated at no charge.

Brown has also established reciprocal access arrangements with some other institutions. These arrangements are as follows:

Research Libraries Group (RLG): Students, faculty, and academic or professional staff from the following RLG institutions are granted reading privileges in the Brown University Library upon presentation of a valid ID card:

Brigham Young University
Colorado State University
Columbia University
Cornell University
Dartmouth College
Emory University
Florida State University
Graduate Theological Union (Berkeley)
John Hopkins University
Louisiana State University
New York University
Northwestern University
Princeton Theological Seminary
Princeton University
Rutgers University
Stanford University
State University of New York at Albany
State University of New York at Binghamton
State University of New York at Buffalo
State University of New York at Stony Brook
Temple University
University of California, Berkeley
University of California, Davis
University of California, Santa Barbara
University of Chicago (East Asian)
University of Florida
University of Illinois at Urbana-Champaign (East Asian)
University of Iowa
University of Michigan
University of Minnesota
University of Oklahoma
University of Pennsylvania
University of Rochester
University of Southern California
University of Wisconsin-Madison
Yale University

Rhode Island School of Design: Access to the Brown libraries will be granted upon presentation of a valid R.I.S.D. ID. Borrowing privileges for a limited of R.I.S.D. students are arranged through the R.I.S.D. librarian and the Rockefeller Library Circulation Department. R.I.S.D. students wishing to borrow should apply first at the R.I.S.D. Library. R.I.S.D. faculty may obtain borrowing privileges through the CRIARL consortium (see below).

CRIARL: The Consortium of Rhode Island Academic and Research Libraries provides member institution's faculty borrowing privileges upon presentation of a valid CRIARL card. CRIARL faculty should bring their cards to the Rockefeller Library Circulation Department prior to using the Brown libraries so they may be entered in our circulation system. Students from member institutions are allowed reading privileges for a limited period on presentation of a referral from the reference department of their institution's library.

Massachusetts Institute of Technology: Students, faculty, and academic or professional staff staff of MIT have reading privileges in the Brown University Library upon presentation of a valid ID card.

Rhode Island Medical Society: Current members of the Rhode Island Medical Society can obtain borrowing privleges in the Brown University Library by presenting proof of membership at the Rockefeller Library Circulation Department.

11/9/88

The Library
University of California at Berkeley
January 1989

LIBRARY SCHOLARS SERVICES POLICY

EFFECTIVE DATE: Spring Semester 1989

ELIGIBILITY

Campus researchers who are not in the employ of the University but who have a formal affiliation with a campus department, such as those with titles as listed below, are eligible to obtain either a BASIC or ADVANCED Library Scholar Services Card:

- Visiting scholar
- Research associate
- Post-doctoral fellow
- Guest of department
- Chancellor's fellow
- NEH fellow
- Josephine Miles fellow
- Miller fellow
- President's fellow
- Wantrup fellow
- MSRI (Mathematical Sciences Research Institute) fellow
- International Computer Science Research Institute fellow

SCHOLAR SERVICES CARD OPTIONS

BASIC	Primary need for on-site use or short-term loans and Main Stack access; occasional need for Interlibrary Borrowing Service or computer literature searches
ADVANCED	Primary need for longer loan periods; need for a combination of Interlibrary Borrowing Service, BAKER delivery service and computerized literature searches

See the verso of the Scholar Services Card Application Form for details about the library borrowing privileges and services available for card holders in each option.

SCHOLAR SERVICES CARD APPLICATION

To apply for a Scholar Services card, the applicant should bring to the Library Service Desk (Loan Hall, 2nd floor Main Library) the following:

(1) Completed application form (sample attached); and
(2) Authorized current identification per Library agreement with Graduate Division or individual research program, showing title, departmental affiliation, and expiration date; and
(3) Personal ID (passport, driver's license); and
(4) Payment (if ADVANCED Service card is chosen).

FEE PAYMENT: Payment may be made by either the applicant's department or directly by the applicant by submitting an IOC or check made payable to the UC Regents.

ORDERING ADDITIONAL SCHOLAR SERVICES CARD APPLICATION FORMS

Departments may order more forms from the Library Supplies and Maintenance Unit, Doe Library, Room 17 (ext. 2-3613). Send a completed IOC made payable to the Library Supplies and Maintenance Unit, account name "Library S&E".

QUESTIONS ABOUT THE LIBRARY SCHOLAR SERVICES CARD

For an questions about the Scholar Services card, please call the Main Library Circulation Department Service Desk, ext. 2-6647.

departments and areas within the Library. Ask for the tour at the Loan Desk, Shields Library.

Information leaflets describing special services and collections are available in Shields' lobby and at most reference desks.

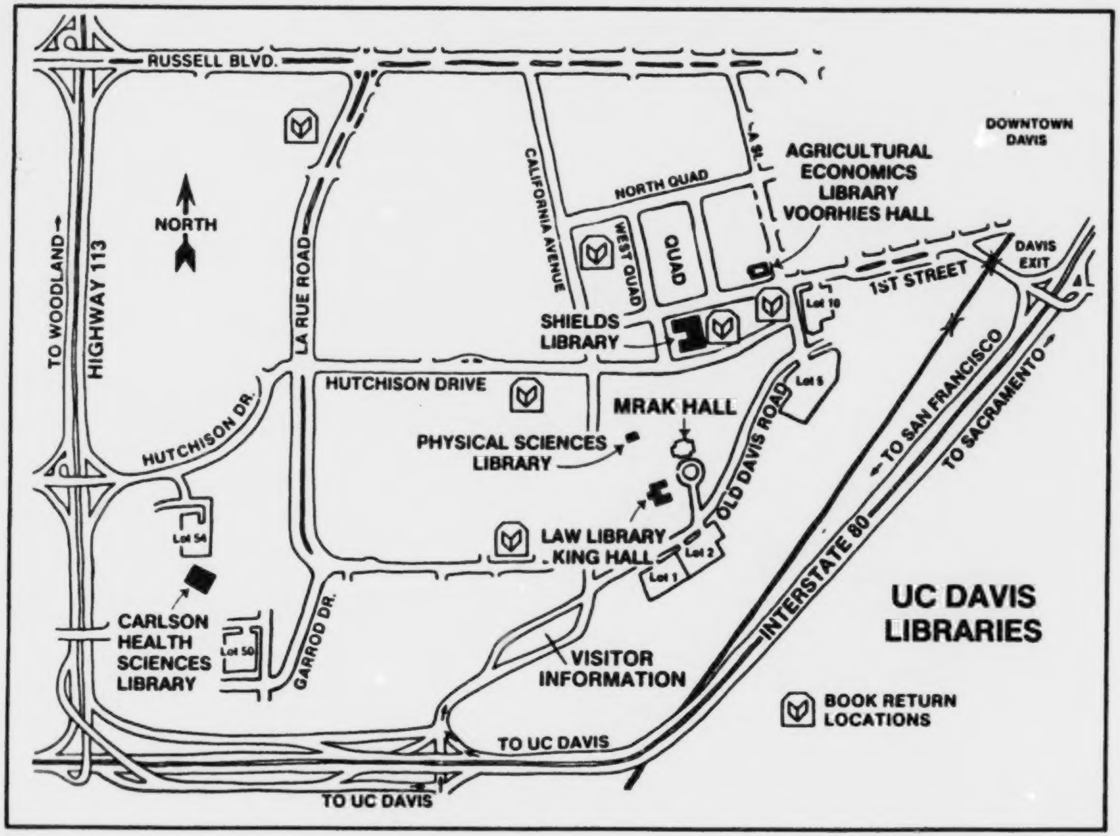
COPY SERVICES

Coin-operated photocopy machines are located throughout the libraries. Special copying services are available through the Library Copying Service, Second Floor, Shields Library. Hours are Monday-Friday, 8 a.m.-4:45 p.m.

A coin-operated reader printer for microforms is available in the Periodicals Room.

AIRS COMPUTER SEARCH SERVICES

Automated Information Retrieval Services are available from the reference desks at all libraries on campus. This computer search service makes it possible to compile bibliographies or data on specific topics through the use of remote databases. Fees are charged to recover costs. Please see a reference librarian for more information.


RUSSELL BLVD.
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NORTH
LA RUE ROAD
CALIFORNIA AVENUE
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WEST QUAD
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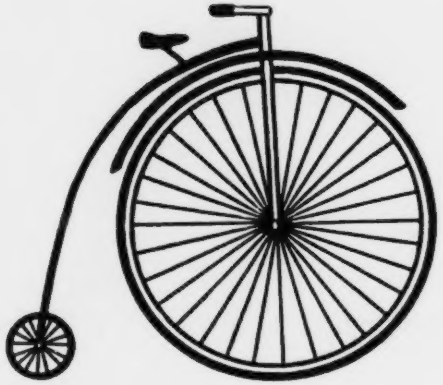
AGRICULTURAL ECONOMICS LIBRARY VOORHIES HALL
DOWNTOWN DAVIS
DAVIS EXIT
1ST STREET
Lot 10
SHIELDS LIBRARY
HUTCHISON DRIVE
HUTCHISON DR.
Lot 5
MRAK HALL
PHYSICAL SCIENCES LIBRARY
OLD DAVIS ROAD
TO SAN FRANCISCO
TO SACRAMENTO
LAW LIBRARY KING HALL
Lot 2
Lot 1
Lot 54
CARLSON HEALTH SCIENCES LIBRARY
Lot 50
GARROD DR.
VISITOR INFORMATION
INTERSTATE 80
UC DAVIS LIBRARIES
BOOK RETURN LOCATIONS
TO UC DAVIS
TO UC DAVIS

UC DAVIS LIBRARIES



VISITOR INFORMATION

The University of California, Davis Library, fourth largest academic library in California, houses a wide variety of scholarly and research publications. With over two million total volumes and more than 45,000 current serial subscriptions, the collections provide researchers and students with a broad range of materials covering all academic disciplines. Particularly strong are the agriculture and biological sciences collections.

This guide describes the libraries on campus, their locations, hours, and loan procedures. For further information please call the library or reference department of interest to you.

Library stack collections are open to all library users.

LOAN POLICY

All faculty at accredited institutions of higher education in California, current students at any UC campus, and members of UC alumni associations may obtain borrowers' cards without charge.

Fees for students at other colleges and universities in California:

$12.00 for six months
$24.00 for one year

All others: $50.00 for one year.

To apply for a borrower's card, present a valid driver's license or current college registration card at the Loan Desk on the first floor of Shields Library. Branch libraries do not issue cards.

Loan period is two weeks for books, one week for bound journals and other serials. Current journals generally do not circulate.

For more information please contact:

Loan Department 752-1203

SPECIAL SERVICES

TOUR SHIELDS LIBRARY

A 30-minute tape tour is available to all users. This tour will guide you through the building, show you how the library is arranged and how to find information. It will also highlight special

LIBRARY AND REFERENCE HOURS

SHIELDS LIBRARY

752-1203

Monday-Friday	8 a.m.-11 p.m.
Saturday	10 a.m.-6 p.m.
Sunday	10 a.m.-11 p.m.

Reference

Biological/Agricultural Sciences, 752-6196
Humanities/Social Sciences, 752-1126

Monday-Thursday	8 a.m.-5 p.m. 7 p.m.-10 p.m.
Friday	8 a.m.-5 p.m.
Saturday	10 a.m.-noon 1 p.m.-5 p.m.
Sunday	1 p.m.-5 p.m. 7 p.m.-10 p.m.

Government Documents

752-1624

Monday-Friday	8 a.m.-5 p.m.
Monday & Wednesday	7 p.m.-10 p.m.
Saturday & Sunday	1 p.m.-5 p.m.

Special Collections

752-1621

Monday-Friday	9 a.m.-5 p.m.

Institutue of Governmental Affairs

752-2045

Monday-Friday	8 a.m.-noon 1 p.m.-5 p.m.

Intersession and summer hours vary from those given above.

PHYSICAL SCIENCES LIBRARY

752-0450

Monday-Thursday	8 a.m.-11 p.m.
Friday	8 a.m.-10 p.m.
Saturday	10 a.m.-6 p.m.
Sunday	noon-11 p.m.

Reference

752-0459

Monday-Friday	8 a.m.-5 p.m.
Sunday	1 p.m.-5 p.m.

CARLSON HEALTH SCIENCES LIBRARY

752-1162

Monday-Thursday	8 a.m.-11 p.m.
Friday	8 a.m.-6 p.m.
Saturday	10 a.m.-6 p.m.
Sunday	noon-11 p.m.

Reference

752-1214

Monday-Thursday	9 a.m.-5 p.m. 7 p.m.-9 p.m.
Friday	9 a.m.-5 p.m.
Saturday	1 p.m.-5 p.m.

AGRICULTURAL ECONOMICS

752-1540
(non-circulating collection)

Monday-Friday	8 a.m.-noon 1 p.m.-5 p.m.

LAW LIBRARY

752-3327
(non-circulating collection)

Monday-Thursday	8 a.m.-10 p.m.
Friday-Saturday	8 a.m.-5 p.m.
Sunday	1 p.m.-7 p.m.

UCLA Library Lending Code

Courtesy, Fee, & Reference Cardholders

This lending code describes the privileges and responsibilities of all registered borrowers who use the UCLA Library system. The purpose of the code and the regulations outlined in it is to provide optimum use of the collection for students, faculty, staff, and other scholars. The Committee on Library of the UCLA Academic Senate has approved the policies in this document.

The State, through the Regents of the University of California, funds the UCLA Library system to provide resources and services needed for instructional and research programs at UCLA. The UCLA Library system comprises the University Research Library, the College Library, and fifteen subject libraries which serve the needs of specialized academic and professional disciplines. The Regents also provide funds to share UCLA's resources with students, faculty, and staff on other University of California campuses. Although the UCLA Library's primary responsibility is to the University of California, it makes its resources available to others whenever possible and when it does not conflict with its primary responsibility.

LIBRARY CARDS

UCLA Library Card issuance and fee policies conform with a 1983 agreement between the nine University of California Libraries and the State Legislature. Fees charged to non-University of California borrowers are not retained by the UCLA Library but are returned to the University to offset reductions in allocations made by the State Legislature on the basis of estimated revenues from this activity.

University Library/UCLA

Borrower Categories

Four categories of borrowers have been established. The privileges and responsibilities of each category vary and are described in separate issues of the UCLA Library Lending Code. These categories are defined as follows:

University of California faculty and academic staff.

University of California graduate students.

University of California undergraduate students and staff personnel.

Courtesy and Fee Borrowers. UCLA Extension faculty may obtain a Courtesy Library Card upon presentation of a UCLA Extension Faculty Library Card authorization form. The card is valid for the quarter of employment.

Courtesy Cards

Free Courtesy Cards will be issued to those individuals with current appropriate identification in the following categories:

Faculty and Librarians from accredited institutions of higher education located in the State of California, in accordance with the State's Master Plan for Higher Education.

Current members of certain UC support groups.

Individuals covered by special agreements between UCLA and other institutions.

Immediate family members over the age of 18 of UCLA faculty and staff.

Friends of the UCLA Library

Prospective borrowers may wish to consider joining the Friends of the UCLA Library. This support organization charges $35.00 for a year's membership and provides a Courtesy Library Card without charge. Information about membership and applications may be obtained at the Cashier's Window in the University Research Library.

Fee Cards

Library cards are issued only to individuals, and not to institutions, corporations, etc. Institutions or corporations must purchase separate cards for each individual who wishes to borrow materials from the Library.

Fees for students over the age of 18 who are enrolled in an accredited institution of higher education in California are $12.00 for a six-month period or $24.00 for one year. Prospective borrowers wishing to qualify for the student rate must present current student identification and a photographic ID upon application for a card.

The fee for all other adult members of the general public is $50.00 per year. The general public may not purchase cards for increments of less than a year.

Fees are payable by cash or check. No credit cards are accepted. Fee cards are nonrefundable.

Both Fee and Courtesy Library Cards entitle you to borrowing privileges, but they do not necessarily provide access to all of the services, materials, and facilities of the UCLA Library system. Consult the chart in this brochure for further details.

Where and When to Obtain Cards

Courtesy borrowers may obtain Library Cards by presenting two pieces of current identification (including one photographic ID, preferably a California Driver's License) during the indicated times at one of the Circulation Desks of the following libraries.

Biomedical Library: all hours of service.

Engineering & Mathematical Sciences Library: Monday - Friday, 8 a.m. to 5 p.m.

University Research Library: all hours of service.

Fee borrowers may obtain cards only at the University Research Library and the Biomedical Library.

Reference Cards

Free Reference Cards are issued to individuals over the age of 18 with a current driver's license or California Identification Card. The Reference Card is required for the use of some UCLA Library facilities; however, it does not entitle the bearer to borrowing privileges, and access to some facilities and materials may be restricted. In particular, Reference Card holders are restricted to using the URL Microform Reading Service from opening to noon, Monday through Friday, may not use College Library Reserve, and during certain restricted hours may not use the Law Library. Reference cards may be obtained at the University Research Library and the Law Library.

High School Students

High school students are not eligible to use the UCLA Libraries, except for students enrolled in courses in their high school's Advanced Placement Program. Those students may apply for a card which can be used in the College Library only. **These cards are issued at the College Library. The times of issuance are restricted.** Please call (213) 825-9387 for further information.

BORROWER RESPONSIBILITIES

Application for a Library Card constitutes agreement by the signatory to abide by the provisions of the UCLA Library Lending Code as follows:

Return of Library Materials

Material is due at the library unit from which it was borrowed at the time stamped on the charge slip, or as stated when renewed, or as stated on the notice sent when material is recalled for class reserve or another borrower. Material placed in a unit's after-hours chute is considered to have been returned at the time the unit reopens. **If material is left at another unit or placed in another unit's after-hours chute, the borrower is responsible and may be charged applicable fines and replacement charges, until the material reaches the unit from which it was borrowed.**

Current Address

Borrowers should notify the Library of any address change to insure proper mailing of notices. **Any borrower leaving the vicinity for any period of time continues to accrue applicable fines and replacement charges and should either return all library materials or make arrangements to insure prompt return of items when due or recalled.**

Lost Library Card

Borrowers must notify the Library of any lost or stolen card and will be held responsible for any material checked out with the card before its loss is reported. A $3.00 fee is charged for replacement of a lost, stolen, or mutilated card.

Borrowing for Others

Registered Borrowers should not lend library materials to any other person, lend identification to any other person for the charging of library materials, or sign charge cards for books for the use of any other person. Library materials may not be transferred from one registered borrower to another without cancellation of the original charges and recharging to the new borrower. **Any borrower in whose name library materials are charged is responsible for those materials until they are returned to the point from which they were borrowed.**

Response to Notices

Borrowers should respond immediately to recall and overdue notices. Material may be recalled for class reserve use or for use of another borrower and must be returned by the date indicated on the notice.

Restrictions on Library Services

Issuance of a UCLA Library borrower's card does not guarantee the bearer access to all Library facilities, materials, and services, e.g., interlibrary loan. In addition, any access normally granted to the bearer of these cards may be curtailed without notice.

Withdrawal of Library Privileges

Borrowers who persistently abuse the provisions of this code or disrupt library service will have their library privileges revoked. In cases where the action is necessary, fees for Library Cards will not be refunded. All Library Cards remain the property of the University Library and must be surrendered upon request.

Under the California Education Code, cutting, tearing, defacing, or willfully detaining any Library materials is a misdemeanor.

OVERDUE AND REPLACEMENT CHARGES

Fees and fines for recalled and reserve materials have been intentionally set to encourage the timely return of these items because they are in high demand. Monies collected as fines or processing charges are turned over to general University funds, not to the Library. Replacement fees reflect the actual or average cost of replacing particular items and these monies are used by the Library for book purchases and binding.

Overdue Charges

If material is not returned on time, either a fine or replacement bill may be issued. All units send one overdue notice, but are not responsible for its receipt.

The following schedule of charges applies to all Library materials:

Short-Term Reserve Material (2 hour, overnight, 1 day):	Initial charge of $5.00 per item the first hour an item is overdue, plus $1.00 per hour thereafter for every hour the unit is open up to a maximum of $30.00 per item.
Recalled Material and Long-Term Reserve Material (2 - 7 days):	Initial charge of $2.00 per item the first day an item is overdue, plus $1.00 per day thereafter for every day the unit is open up to a maximum of $20.00 per item.
All Other Material:	$.50 per day per item up to a maximum of $10.00 per item.

Fines are assessed by the physical piece for all days on which the library unit is open.

Replacement Charges

A replacement charge plus a processing fee is assessed for any item overdue 21 days or more or for which the maximum fine has been incurred. Bindery charges are individually assessed as necessary. The following standard charges will be assessed:

Material Type	Replacement Fee	Processing Fee
In Print:	List price or standard fee of $35.00.	$30.00
Out of Print:	Cost or standard fee based on date of publication ($35.00 minimum)	$30.00
Unbound Periodicals:	Cost or standard fee of $5.00	$10.00

The replacement charge may be cancelled if an item is returned before a replacement has been ordered, but $10.00 of the Processing Fee (including the entire Processing Fee for unbound periodicals) and fines remain due. If such return occurs 3 months or more after the date of the billing, the entire Processing Fee may be assessed.

Lost or Damaged Items

Lost items should be reported promptly to avoid the accrual of overdue fines. A borrower who reports that an item has been lost is responsible for the replacement charge and processing fee, and binding charge if applicable, plus any fines accumulated prior to the time the item was reported lost. Borrowers may be assessed repair or replacement charges for damaged items.

A borrower may replace a lost or damaged item with a copy acceptable to the unit from which the item was borrowed. When borrowers wish to supply a replacement copy, they should make arrangements with the appropriate unit within 30 days of the replacement bill date. The borrower will still be held responsible for $10.00 of the processing fee plus the cost of binding, if required.

Payment

All bills or fines, replacement, or other charges should be paid at the Cashier's Window in Murphy Hall. Bills cannot be paid in any library unit. Non-payment of bills will result in their referral to a collection agency.

PRIVACY NOTICES

The Library is prohibited by the Federal Privacy Act from releasing personal information about any Library Card holder, including name and telephone number, to other individuals or organizations.

The State of California Information Practices Act of 1977 requires the University to make the following statement to individuals who are asked to supply information about themselves:

"The principal purpose for requesting the information on the Library Card application is to maintain Library records. Furnishing all information requested on the form is mandatory; failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on the form may be used by various University departments for enforcement of Library regulations, and will be transmitted to the State and Federal governments if required by law. Individuals have the right to review their own records in accordance with University policy. The information contained on the form is maintained by the Circulation Department, University Research Library."

1987

Use of
The University of Chicago Library
by Visiting Readers

WELCOME

The collections of the University of Chicago Library contain over six million volumes and microforms, and more than seven million manuscript and archival pieces. These collections support the work of the faculty, students, and staff in the academic departments, the professional schools, and the College.

Library facilities include the Joseph Regenstein Library, which houses materials in the social sciences and humanities; the John Crerar Library, which contains materials in science, medicine, and technology; the Law Library; the Harper Memorial Library, which serves the College; the Chemistry Library; the Eckhart Library, which houses the mathematics, statistics, and computer sciences collections; the Social Services Administration Library; and the Yerkes Observatory Library in Williams Bay, Wisconsin.

Although the Library's primary function is to serve the teaching, research, and scholarly activities of its faculty and students, it welcomes use by other scholars. The Library participates in formal agreements for on-site access to its collections through the INFOPASS program operated among libraries of the Chicago metropolitan area and the reciprocal faculty borrowing program of the Committee for Institutional Cooperation, details of which are provided in this brochure.

REFERENCE USE WITHOUT FEE

Crerar Library

The Crerar Library is both the University's main library for science, medicine and technology and a library open to the public. Visitors may consult the Crerar collection, Monday through Saturday, between the hours of 8:30 A.M. and 5:00 P.M. Materials located in the bookstacks of Crerar will be paged for visitors at the circulation counter for use on the first floor.

Regenstein Library

The first floor of Regenstein Library, on which are located the library's catalog, the general reference collection, and the Department of Special Collections, is open to the public from 8:30 A.M. to 4:30 P.M. Monday through Friday, and from 8:30 A.M. to 1:00 P.M. Saturday.

Department of Special Collections

The Library's holdings of rare books, manuscripts, and other special collections are maintained by the Department of Special Collections in Regenstein Library. These collections may be consulted without a fee within the department in accordance with departmental regulations. All readers must submit satisfactory identification and register in the department. Readers who wish to make use of the manuscript and archival collections are advised to make appointments or to write in advance of a proposed visit to:

Department of Special Collections
The University of Chicago Library
1100 E. 57th Street
Chicago, IL 60637
312/702-8705

Depository Government Documents

The Library is one of a dozen selective depositories for United States Government publications and one of three United Nations depositories in the Chicago area. Most government documents placed on deposit with the Library are classified and shelved, by subject, in the general collection of the relevant library unit. These documents can be paged for public use. Please consult the Regenstein Library Reference Department for information and assistance.

PRIVILEGE CATEGORIES

A DAY PASS, a REFERENCE PRIVILEGE card or a BORROWING PRIVILEGE card is needed at all times for admission to the bookstacks of Regenstein or Crerar and for admission to all other units of the University's library system. The DAY PASS or privilege card is also required for admission to the first floors of Regenstein and Crerar at times other than those stated in the preceding section. Requests for a DAY PASS or a privilege card should be made between 9:30 A.M. and 4:30 P.M. weekdays or 9:30 A.M. and 1:00 P.M. Saturdays to:

Cashier/Privileges Office
The University of Chicago Library
1100 E. 57th Street
Chicago, IL 60637
312/702-8782

The DAY PASS permits the bearer to consult resources in all units of the Library during scheduled hours of service for that day.

The REFERENCE PRIVILEGE card is usually issued for one University of Chicago quarter and permits the bearer to consult resources in all units of the Library during scheduled hours of service. No material may be removed from the building or charged to study locations.

The BORROWING PRIVILEGE card is usually issued for one University of Chicago quarter and permits the bearer to enter all units of the Library during scheduled hours of service and to borrow circulating materials and to remove them from the building.

Please note that a DAY PASS or a privilege card grants access to the library holdings of the University of Chicago, but does not include services which access other collections, such as interlibrary loan or data base searching.

VISITOR CATEGORIES

Students in the Chicago Area

A student currently enrolled at an accredited college or university within the Chicago metropolitan area may be referred to the University of Chicago Library if engaged in scholarly research involving material not held by other libraries in the area. A reference librarian at the student's college or university must certify eligibility and refer the student by completing an INFOPASS and citing needed titles that the librarian has determined are not available elsewhere in the Chicago area. The student should bring currently validated identification from the student's college or university, or a document showing current registration, and the INFOPASS, to the Cashier/Privileges Office in Regenstein Library to receive a DAY PASS without fee. Up to five one-day visits are permitted per University quarter.

Students Outside the Chicago Area

A student currently enrolled at an accredited college or university outside the Chicago metropolitan area may request use of the University of Chicago Library. The student should present currently validated identification from the student's college or university, or a document showing current registration, to the Cashier/Privileges Office in Regenstein Library to receive a DAY PASS without fee. Up to five one-day visits are permitted per University quarter.

Public Living Within the Chicago Area

Persons living within the Chicago metropolitan area, but not affiliated with an accredited college or university, will be granted a DAY PASS if they are referred by INFOPASS for research involving material not held by other libraries in the area. A reference librarian at another library must certify eligibility by citing needed titles that the librarian has determined are not available elsewhere in the Chicago area. The INFOPASS and a picture identification must be brought to the Cashier/Privileges Office in Regenstein Library to obtain a DAY PASS without fee.

Public Living Outside the Chicago Area

Persons living outside the Chicago metropolitan area and who are not affiliated with an accredited college or university will be granted one DAY PASS per University quarter. A valid driver's license or other identification containing a photograph must be presented to the Cashier/Privileges Office in Regenstein Library to obtain a DAY PASS without fee.

INFOPASS: Please note that an INFOPASS is issued to an individual solely for his or her use and, when accepted by the Library, will obtain up to five one-day passes during the University quarter in which it is presented to the Cashier/Privileges Office in Regenstein Library.

Faculty

Full-time faculty from accredited colleges and universities will be granted REFERENCE PRIVILEGES without fee and may purchase BORROWING PRIVILEGES for $100 per University quarter. Faculty must present currently valid identification from their institution to the Cashier/Privileges Office.

Full-time faculty from the ten other universities of the Committee on Institutional Cooperation (CIC) will be granted BORROWING PRIVILEGES without fee through the CIC reciprocal faculty borrowing privileges program. Faculty from CIC universities should contact a reference librarian at their institution for further information.

Alumni

All graduates of the University of Chicago may obtain REFERENCE PRIVILEGES without fee. Alumni holding a Ph.D., M.D., J.D., or D.Min. may obtain BORROWING PRIVILEGES for a fee of $15 per quarter. Alumni holding a degree at the baccalaureate or masters level may obtain borrowing privileges for a fee of $50 per University quarter. Alumni must present identification containing a photograph at the Cashier/Privileges Office in Regenstein Library.

EXTENDED USE

Students from an accredited college or university and unaffiliated persons who are engaged in scholarly work may apply for extended privileges by forwarding a written statement of their research need to:

Cashier/Privileges Office
The University of Chicago Library
1100 E. 57th Street
Chicago, IL 60637

If the Library determines that the research need can be served most appropriately by the University's library collections, the application will be accepted. In this case, REFERENCE PRIVILEGES may be purchased for seven consecutive days for a fee of $10 or for a University quarter for a fee of $50, and BORROWING PRIVILEGES may be purchased for a University quarter for a fee of $100. Undergraduate students are not granted borrowing privileges.

CORPORATE MEMBERSHIP PROGRAM

Corporate access to the Library's collections and services is facilitated through the Corporate Membership Program administered by the Crerar Library. Membership is open to both profit and not-for-profit organizations. Benefits include BORROWING PRIVILEGES from the circulating collections of all units of the library system; expedited photocopy and reference services with reduced service charges on photocopying; and a microfiche listing of the Library's active serial titles. Further information on the Corporate Membership Program may be obtained from:

Assistant Director for Science Libraries
The University of Chicago Library
5730 S. Ellis Avenue
Chicago, IL 60637
(312) 702-7720

CONDITIONS GOVERNING USE OF THE LIBRARY

Day passes and privilege cards are for personal use and may not be transferred. Please promptly notify a library circulation supervisor or the Cashier/Privileges Office in Regenstein Library (702-8782) if your day pass or privilege card is lost. The person to whom a borrowing privileges card has been issued is responsible for all circulation charges recorded against that card until the Library has been notified of loss.

Borrowers must abide by due dates as shown for all materials loaned for their use. **Fees** are assessed for notices mailed to advise borrowers of overdue materials. Overdue fines are levied for some categories of loans and borrowing privileges can be blocked. Please consult a circulation supervisor for further details.

Eating and drinking are not allowed in the libraries. **Smoking** is permitted in designated areas only.

Persons leaving the libraries are required to show all books and to open bags and briefcases for inspection by the exit attendant.

The Library reserves the right to revoke the privileges it extends.

Borrowers' Cards permit borrowing privileges but do not include additional services such as interlibrary loan borrowing and computer searches.

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For further information concerning Borrowers' Cards, please call or write: Access Services Department, Cornell University Library, Ithaca, NY 14853 (607/255-5069).

For information concerning the use of the Special Collections (Rare Books, Manuscripts and University Archives, History of Science, Icelandic) please call or write: Special Collections, John M. Olin Library, Cornell University Library, Ithaca, NY 14853 (607/255-3393).

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HOURS FOR THE CORNELL UNIVERSITY LIBRARY VARY.
PLEASE CONSULT POSTED SCHEDULES.

February 1988

USE OF THE CORNELL UNIVERSITY LIBRARY BY VISITING READERS

Cornell University Library exists primarily for the use of members of Cornell University. Three libraries--the Albert R. Mann Library, the Veterinary Library, and the Industrial and Labor Relations Library--serve the colleges of the State of New York (see SUNY below). All other campus libraries, including the John M. Olin Library with over two million volumes, are privately supported. However, the University allows all visitors with research needs to use the libraries' collections, insofar as such use does not conflict with its primary responsibility to members of the Cornell community.

USE OF MATERIALS WITHIN THE LIBRARIES

Any person may visit the Cornell University's libraries and use, on-site, materials that are needed for professional or scholarly research purposes but are unavailable in his or her college or public library.

ACCESS TO LIBRARY STACKS

Most libraries at Cornell shelve their materials in open stacks which are accessible to visitors. The John M. Olin Library is a closed stack library, intended for research use. Visiting researchers at Olin Library may request temporary stack passes. However, Olin Library or any other Cornell Library may at any time limit visitors' access to library stacks and other facilities if space or security considerations so mandate. During the Cornell examination periods the Olin Library stacks, in particular, are ordinarily not open to visitors.

ACCESS TO SPECIAL COLLECTIONS

Most of the libraries' holdings of rare books, manuscripts, archives, and other collections requiring special facilities are housed in Olin Library. These collections may be consulted by any visitor in accordance with departmental regulations unless restricted by the terms of the gift. However, classes may not, as a group, use any rare materials. All readers must submit satisfactory identification and register in the appropriate department. Readers who wish to make extensive use of the special collections should write in advance of a proposed visit.

ACCESS TO THE LAW LIBRARY

Persons not connected with the Cornell community may use the Law Library's collection. The majority of the collection, however, is non circulating. In addition, it should be noted that the Law library collects little material intended for persons who are not legally trained. The Law Library staff will give a brief overview of how to use legal materials but cannot interpret or give legal advice. Visitors should be aware that seating in the Law Library is quite limited.

BORROWING PRIVILEGES

Individuals qualifying for one of the following user categories may apply for in-person borrowing privileges. All other visitors are served through Interlibrary Loan staff at their home institutions.

RESIDENT VISITING SCHOLARS AND STUDENT SPOUSES are permitted to borrow upon presentation of Cornell ID cards issued by the Office of the Dean of the Faculty and the Office of the Dean of Students.

FACULTY FROM NEIGHBORING ACADEMIC INSTITUTIONS AND OTHER RESIDENTS OF THE REGION who have a demonstrated need to use research collections may apply for Borrowers' Cards. These cards, valid for use at all Cornell University libraries, are available for a fee of $100 per year or $40 for three months. Cards are issued by the Access Services Department in Olin Library from 9:00 a.m. to 5:00 p.m. Monday through Friday. Applicants are expected to present verifiable indentification. Students are not eligible for Borrowers' Cards.

CORNELL AFFILIATES: Retired Cornell faculty and staff and their spouses, as well as spouses of current faculty and staff, are issued Borrowers' Cards at no charge. Contact the Access Services Department in Olin Library.

STUDENTS, FACULTY, AND STAFF OF STATE UNIVERSITY OF NEW YORK (SUNY) INSTITUTIONS may, upon presentation of a valid ID, receive Statutory libraries Privilege Cards. This will enable them to borrow materials from the collections of the three state-supported libraries on the Ithaca campus: Albert R. Mann Library, serving the College of Agriculture and Life Sciences and the College of Human Ecology; the Flower Library, serving the School of Veterinary Medicine; and the Martin P. Catherwood Library, serving the State School of Industrial and Labor Relations. Only these three libraries at Cornell participate in the SUNY Open Access Program.

BORROWING REGULATIONS

Holders of Borrowers' Cards are granted four-week loans for most circulating materials. The due date for materials is shown on the charge slip in each volume. Fines are assessed for each volume not returned by the due date. (See CUL Uniform Fine Policy.) Loan regulations are generally applicable to all CU libraries; however, specific loan policies and renewal procedures vary among campus libraries, and borrowers should inquire as to possible variations.

Each card issued for borrowing privileges is for personal use only and is not transferable. The registered borrower is responsible for all transactions recorded against the card. Borrowers are expected to return materials to the Cornell libraries directly (not via U.S. Mail) and promptly (by the date due or in response to a recall notice).

EXTENT OF BORROWING PRIVILEGES

Generally, the following materials do not circulate: reference books, rare books and manuscripts, reserve materials, microforms, periodicals published in the last 10 years, maps, and newspapers. However, loan policies vary among Cornell's libraries depending on the present or anticipated needs of each unit's primary clientele, and certain collections are subject to additional restrictions or conditions of use.

[illegible] TO THE

Dartmouth College Library has traditionally offered some research services to persons not associated with Dartmouth College. This brochure describes these services to Outside Users and the various general plans that are offered. In addition to these general plans, some libraries offer specialized services to Outside Users. You may obtain more detailed information from the Circulation Services Librarian in Baker Library (telephone 603-646-3547) or from the staff in any of the libraries.

RESEARCH SERVICES

Each of the libraries in the Dartmouth College Library system offers a variety of research services as described below. Please refer to the section on "User Categories and Fees" for information about eligibility and costs for the various services.

Library Access: Open stack access is offered to most collections in all campus libraries. See the *Guide to the Libraries of Dartmouth College* for information about specific subject collections and their locations.

Book Borrowing: You may borrow circulating items from all campus libraries by showing a valid library card. Loan periods vary somewhat from one library to another, but generally books circulate for four weeks and journals circulate for one week.

Reference Services: Reference librarians are available throughout the library system to provide assistance with research and information needs.

Interlibrary Loan: You may obtain materials that Dartmouth College Library does not own from other institutions through interlibrary loan services.

Online Search Services: Contents of some bibliographies, indexes and other research sources are accessible by computer. Ask a reference librarian about this service.

Photocopying: Self-service photocopiers or photocopy services are available during regular hours at the various libraries.

USER CATEGORIES AND FEES

There are nine categories of Outside Users with varying eligibility requirements as noted below. A general indication of fees is mentioned.

Dartmouth Alumni

Eligibility:	Any alumnus/a of Dartmouth College (including the Medical School, Thayer School and Tuck School).
Library Access:	No charge.
Book Borrowing:	No charge.
Reference:	Inquire about charges.
Interlibrary Loan:	$12 per transaction minimum.
Online Searches:	Inquire about charges.

Dartmouth Employee Family

Eligibility:	Immediate household family members of faculty, students, regular employees, and emeriti or retired staff of Dartmouth College (including the Medical School, Thayer School and Tuck School). Family members are not eligible for library privileges (except by special arrangement) if they are high school age or younger or are enrolled in an academic program at another institution.
Library Access:	No charge.
Book Borrowing:	No charge.
Reference:	Inquire about charges.
Interlibrary Loan:	No charge.
Online Searches:	Inquire about charges.

Individual Guest User

Eligibility:	Any local resident not affiliated with Dartmouth College. Persons are not eligible for library privileges if they are high school age or younger or are enrolled in an academic program at another institution.
Library Access:	No charge.
Book Borrowing:	$10 per month or $100 per year (three month minimum).
Reference:	Inquire about charges.
Interlibrary Loan:	$12 per transaction minimum.
Online Searches:	Inquire about charges.

Corporate Guest User

Eligibility: Any local organization with a need for basic library services. Specialized information services are also available by arrangement.
Library Access: No charge.
Book Borrowing: $25 per month or $250 per year.
Reference: Inquire about charges.
Interlibrary Loan: $12 per transaction minimum (five free for annual registrants).
Online Searches: Inquire about charges.

Research Libraries Group

Eligibility: Any faculty, student or staff person from an RLG member institution.
Library Access: No charge.
Book Borrowing: No charge. Available to faculty and graduate students only.
Reference: No charge.
Interlibrary Loan: No charge. Available to faculty and graduate students only.
Online Searches: Inquire about charges.

Registered High School Student

Eligibility: Any 11th or 12th grade student in a local area high school who is working on a term paper and whose research needs cannot be met by local or state libraries. Each student must be referred to Dartmouth College Library by his or her school librarian and may register for one 2-week period during each academic year.
Library Access: No charge.
Book Borrowing: No charge.
Reference: No charge.
Interlibrary Loan: Not available.
Online Searches: Not available.

Unregistered Library User

Eligibility: Any person above high school age.
Library Access: No charge.
Book Borrowing: Not available.
Reference: Inquire about charges.
Interlibrary Loan: Not available.
Online Searches: Inquire about charges.

Dartmouth-Hitchcock Medical Center exclusive of Dartmouth Medical School

Eligibility: Any employee of the Dartmouth-Hitchcock Medical Center (excluding employees of Dartmouth Medical School, who have full privileges in all Dartmouth libraries).
Services & Fees: DHMC personnel receive full privileges and services at Dana Biomedical Library only. For services in other campus libraries, individuals are considered Unregistered Library Users, unless they register as an Individual Guest User.

Academic Nursing Programs

Eligibility: Any student or faculty in an affiliated academic nursing program.
Services & Fees: Nursing program students and faculty receive full privileges and services at Dana Biomedical Library only. For services in other campus libraries, faculty and students are considered Unregistered Library Users. However, faculty may register as Individual Guest Users.

REGISTRATION

Persons in most categories should register at the Circulation Center in Baker Library between 8 a.m. and 9:30 p.m. any day of the week, with some variation in hours during intersession periods. Corporate Guest Users should register with the Circulation Services Librarian in Baker Library and persons in the two medical categories should register at Dana Biomedical Library. A library card with expiration date is issued at registration. The card is not transferrable (except the Corporate Guest User Card) and may be used only by the person whose name appears on it. The library card establishes eligibility for library services and should be presented when requested by a library staff member.

EMORY

The Robert W. Woodruff Library

BORROWING PRIVILEGES FOR GUESTS

Guest borrowing privileges are extended to certain user categories outside the immediate University community. Guest borrowing privileges permit in-house access to the collections of the Woodruff Library, and limited loan of some materials. Guest Borrower categories and basic privileges are outlined below. For further information please consult with the Woodruff Library's Circulation Department.

I) GUEST BORROWER CATEGORIES

A) A person having Alumni status at Emory.
B) University Center students with a valid Interlibrary Use Card and proper school identification.
C) Persons issued Visiting Scholar cards.
D) Persons issued Local Researcher cards.
E) Friends of the Libraries with borrowing privileges.
F) Other authorized groups (inquire at Circulation Department).

II) GENERAL BORROWING PRIVILEGES

A) Guest Borrowers must present a valid General Libraries borrower's card, issued by the Circulation or Reference Departments, or present a valid Interlibrary Use Card.
B) Borrowing privileges must be exercised personally and are not transferable.
C) Guest Borrowers may have a maximum of five books charged out at any time.
D) Guest Borrowers are responsible for all material charged out until it is returned to the library.
E) Guests Borrowers are responsible for **immediately** notifying the Circulation Department (727-6872) if their borrower's card is lost or stolen.
F) Books may be renewed in person only and unless someone from the immediate University community requested them. Books cannot be renewed by telephone.
G) Books requested for recall by Emory faculty or students must be returned by the specified date.
H) Recall, hold, and search privileges cannot be extended to Guest Borrowers.
I) Borrowing privileges for periodicals cannot be extended to Guest Borrowers.
J) Interlibrary Loan and commercial database search services cannot be extended to Guest Borrowers.
K) Books and other materials housed in Special Collections do not circulate.
L) Government Documents in the Document Center may be borrowed directly from that Center for two weeks, and are renewable. Some document are for reference use only.
M) Persons not adhering to these borrowing regulations will have their privileges revoked.

III) LOAN PERIOD

A) Books are charged out for two week loan periods.
B) Books may be renewed in person only.

(over)

IV) OVERDUE BOOKS AND FINES

A) A fine of twenty-five cents per day is charged for each overdue book.
B) Failure to return a book requested by an Emory faculty member or student results in a twenty-five cents per day fine.

V) LOST OR DAMAGED BOOKS

A) Replacement charges for lost or damaged books are: $30.00. plus $15.00 processing fee, plus any overdue charges.
B) Guest Borrowers may replace a lost or damaged book with a copy acceptable to the Library, plus a $15.00 processing fee, in addition to overdue fines.

LIBRARY PRIVILEGES WILL BE WITHHELD AFTER AN ACCRUAL OF $25.00 OR MORE IN FINES, OR FOR NON-PAYMENT FOR LOST BOOKS, OR CONTINUED ABUSE OF GUEST BORROWING PRIVILEGES

3/88

Rev. 11/8/88

ROBERT MANNING STROZIER LIBRARY
Library Regulations for Holders of Special Permits

Special Permits are issued from the Circulation Department of Strozier Library, they allow use of the FSU Library (Strozier) ,the Music Library, the Law Library, and the Science Center Library. These resources are to be used only for serious research, or in connection with on-the-job duties. They are non-transferable. Only books which normally circulate may be checked out by holders of Special Permits.

Periodicals, Reference Materials and other Non-Circulating materials MAY NOT BE BORROWED. Interlibrary Loan Privileges are not available to holders of Special Permits.

Books are to be returned to the Library from which they were charged out. They should be placed in the book depository at the Circulation Desk. When the library is closed, books may be returned through the over night (after hours) depository.

Please note that overdue fines are charged against Special Permit holders. Failure to pay these fines results in the borrower's name and account being sent to the University Cashier's Office for collection, and in cancellation of the Special Permit. Upon the 6 month expiration date, the permit may be renewed provided a definite need still exists, there are no library charges against the holder and the patron has complied with library regulations.

The Board of Regents has adopted a uniform library fine for all libraries in the State University System. Overdue library materials accrue fines at the rate of $ .25 per day.

It is advisable to report the loss of a book immediately. If it has been lost, it must be paid for. When library materials have been overdue 21 days the replacement cost covers necessary processing and is non-refundable or creditable after being assessed. When materials are returned in a damaged condition, a repair cost is determined and if irreparable, a replacement cost.

Books missing or checked out may be requested on a Hold/Search form available at the Circulation Desk. Searches will be made and notices sent to the current borrower.

Fines may be paid at the library weekdays 8 A.M to 4 P.M. then again from 5 P.M. to 8 P.M. When books are extremely overdue, uncleared accounts are reported to the University Cashier's Office. After that time, lost books which have been located should be returned to the library and remaining fines and fees must be paid at the University Cashier's Office.

REV. 11/8/88

ROBERT MANNING STROZIER LIBRARY
FLORIDA STATE UNIVERSITY

APPLICATION FOR SPECIAL PERMIT
(PLEASE PRINT)

Name______________________________ Social Security Number______________

Date________________. Home Address__________________________________

City________________ State_____ Zip_________ Home Phone______________

* * *

Business Address____________________________ City_____________________

State_______________ Zip_________ Business Phone____________________

Educational Background____

Explain your need for borrowing privileges:__________________________

____

____

* * *

Period of time Special Permit is needed
(Issued for 6 months. Renewal is possible)___________________________

I understand that I am subject to and agree to abide by the "Library Regulations for Holders of Special Permits," Strozier Library rules and regulations in general, and overdue fines and lost material charges specifically. I neither have a valid university ID card nor do I qualify for one.

SIGNATURE________________________

(PLEASE DO NOT COMPLETE THIS SECTION)

ID Verified:____
(DL Number, State Card Number)

Special Permit Issued by______________________________________

On_____/_____/_____

Expiration Date_____/_____/_____

CLSI_____ TUIT/PO_____ STOP LIST FILE_____ UPDATE_____ Scat 1200

Old Bar Code: 2 1254____________________ PUT NEW BAR CODE HERE

DATA ENTRY COMPLETED BY____________________ ON_____/_____/_____

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UNITED STATES AND UNITED NATIONS DOCUMENTS

All persons are entitled to use in the Library, without fee, depository documents of the United States and United Nations.

HARVARD UNIVERSITY ARCHIVES

The University Archives contains official records of Harvard University, papers relating to the University or its faculty and students, papers of Harvard faculty members, and Harvard dissertations and theses. It is open to readers who can show need to consult these materials; there are restrictions on the reproduction of some items.

PHOTOCOPIES

The Photographic Division is located in Room 90 on the ground floor of Widener Library. The Division provides advice on problems concerning the reproduction of printed matter. Services also include making xerographic copies and producing photocopies on both paper and microfilm. Coin-operated copying machines are located on the ground floor and on the second floor in the Periodical Room of Widener.

CARRELS

Carrels in the Widener Stack are assigned to eligible visiting readers dependent on availability and need.

SECURITY

All persons, on leaving the building, are required to show their books and to open bags and briefcases at the Inspection Desks.

HOURS

The Widener building is open during term time (late September to early June, except Christmas and spring recess) Monday through Friday [redacted] 10:00 p.m., Saturday from 9:00 a.m. to 5:00 p.m., Sunday from 12 noon to 5:00 p.m. During Summer School the building closes at 5:00 P.M. on Friday evenings. At other times the Library is open Monday through Friday from 9:00 a.m. to 5:00 p.m. and Saturday from 9:00 a.m. to 1:00 p.m.

The Library is closed New Year's Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day, and the afternoon of Christmas Eve. Access is restricted on Commencement Day. The Library's hours may be confirmed by calling 495-4799.

Many departments and services have shorter hours. The Harvard University Archives (where Harvard dissertations may be consulted) is open Monday through Friday from 9:00 a.m. to 5:00 p.m. Retrieval service at the Widener Circulation Desk is normally available from 9:00 a.m. to 4:45 p.m., Monday through Friday, and on Saturday and Sunday until thirty minutes before closing time. The Library and the Circulation Desk are open, but nearly all special departments are closed on Martin Luther King Day, Washington's Birthday, Memorial Day, Columbus Day and Veterans Day.

The folder "A Student Guide to the Harvard University Library" should be consulted for the hours of other libraries.

• • •

If you have any questions, please do not hesitate to inquire at the Privileges Desk for assistance. Please refer any problems to the Head of Circulation Services. We hope that the time you spend in the Library will be both profitable and pleasant for you.

JUNE 1988

Use of the Widener, Houghton and Pusey Libraries By Visiting Readers

This leaflet describes the Harvard College Library and outlines the procedures for obtaining library privileges for Widener, Houghton, Pusey, and several other Harvard libraries. The privileges available to visitors at these libraries are listed, together with the fees charged for them. The special borrower's card, issued upon payment of those fees, is accepted by the libraries listed on page 3.

The Harvard College Library, a private research facility not supported by government funds, exists primarily for the members of Harvard University. It welcomes use by other qualified scholars consistent with its primary purposes and regulations. The Harvard College Library consists of Widener, Houghton, Pusey, Lamont, Hilles, Cabot, Fine Arts, Littauer, Harvard-Yenching, Music, and Tozzer Libraries, as well as the libraries serving individual departments of the Faculty of Arts and Sciences.

HALL USE

Visitors who are not members of the Harvard University community may use materials unique to the Widener and Pusey Libraries within the Widener building (hall use) without fee, although they should rely primarily on the resources of their university and local public libraries. Visitors will be allowed hall use of these unique materials without fee for a maximum period of six days (not necessarily consecutive) per calendar year provided a letter is presented to the Library Privileges Desk stating that the specific items needed are not available elsewhere. This letter should be obtained from a reference librarian of the visitor's university or public library. For visitors with such letters, the Widener Circulation staff will retrieve materials from the stack whenever possible. In no instance may more than five items per hour be retrieved nor can any be retrieved after 4:45 p.m. The stack area is not open to visitors with Hall Use Privileges.

APPLICATION FOR PRIVILEGES

Eligible persons who wish to be admitted to the stacks, or to borrow books for use outside the building, may do so as "visiting scholars" for specified periods subject to the fee schedule. Application for privileges should be made at the Library Privileges Desk in Widener Library. Checks for payment of fees should be made payable to Harvard College Library.

VISITING FACULTY

Faculty members from other universities are eligible for hall use or "visiting scholar" privileges by presenting their faculty identification card at the Library Privileges Desk. It is not necessary to present documentation stating that materials needed are not available elsewhere.

PH.D. CANDIDATES

Graduate students in a doctoral program are eligible for hall use or "visiting scholar" privileges provided they present a letter from their thesis advisor confirming that they are in the process of writing a dissertation. It is not necessary to present documentation stating that materials needed are not available elsewhere.

ALUMNI

Alumni and alumnae of Harvard University may obtain hall use privileges for extended periods and be admitted to the book stack six days per calendar year without fee. An alumnus who does not wish to make regular use of the library may borrow a maximum of six normally circulating books per calendar year. Alumni who wish extended borrowing and/or stack privileges may purchase these privileges according to the alumni fee schedule.

OTHER READERS

Visiting undergraduate and graduate students *not* in a doctoral program, as well as readers not affiliated with any scholarly institution and researchers involved in commercial projects, are granted "visiting scholar" privileges only under extreme, extraordinary circumstances. Application for these privileges must be made in writing to the Head of Circulation Services. If approved, privileges to researchers involved in a commercial project are usually granted at rates higher than the published fees.

SENIOR CITIZENS

Eligible individuals sixty-five years of age and over may purchase privileges at reduced rates as listed.

CARDS ARE ISSUED FOR PERSONAL USE AND ARE NOT TRANSFERABLE

FEE SCHEDULE

ALUMNI

Borrowing and Stack Privileges	*Stack Privileges*
1 year — $100.00	1 Year — $50.00
or	or
Quarterly fee — $25.00	Quarterly fee — $15.00

VISITING SCHOLARS

Borrowing and Stack Privileges	*Stack Privileges*
3 months — $275.00	1 month — $60.00
6 months — $450.00	3 months — $150.00
1 year — $750.00	6 months — $275.00
	1 year — $450.00

SENIOR CITIZENS (Individuals sixty-five years of age and over)

ALUMNI:

Borrowing and Stack Privileges	*Stack Privileges*
1 year — $10.00	1 year — $5.00

NON-ALUMNI

Borrowing and Stack Privileges	*Stack Privileges*
1 year — $50.00	1 year — $25.00

REFUNDS OR ADJUSTMENT OF FEES CANNOT BE MADE AFTER A PRIVILEGE CARD HAS BEEN ISSUED.

THE LIBRARY RESERVES THE RIGHT AT ANY TIME TO REVOKE PRIVILEGES WHICH IN ITS JUDGEMENT ARE NOT BEING USED CONSISTENT WITH ITS REGULATIONS OR PURPOSES.

ACCEPTANCE OF THE HARVARD COLLEGE LIBRARY SPECIAL BORROWER CARD

FOR BORROWING PRIVILEGES

Andover-Harvard Theological Library
Biological Laboratories Library
Center for European Studies Library
Eda Kuhn Loeb Music Library
Fine Arts Library
Kummel Library of the Geological Sciences
Gordon McKay Library of the Division of Applied Sciences
Littauer Library
Museum of Comparative Zoology Library
Publications and Documentation Center of Harvard Institute for International Development Library (formerly Economic Development)
Pusey Library
Social Relations/Sociology Library (limited borrowing)
Tozzer Library
Widener Library
Wolbach Library of Harvard College Observatory

FOR REFERENCE PRIVILEGES

[redacted]
Houghton Library (see Houghton Library heading below)
Harvard-Yenching Library
Hilles Library
Lamont Library
Cabot Science Library (Persons working in the fields of mathematics and statistics may apply at Cabot for special permission to use those collections)

Inquiries concerning the use of other libraries should be made directly to the libraries concerned.

HOUGHTON LIBRARY

The rare books and manuscripts belonging to the Harvard College Library may be consulted in the Houghton Reading Room, which is open free of charge for research by scholars regardless of academic affiliation. Its hours are 9 A.M. to 5 P.M., Monday through Friday, 9 A.M. to 1 P.M., Saturday, holidays excepted.

Readers must register in the Reading Room, producing satisfactory identification (bursar's or faculty card, driver's license, passport, or the like); registration must be renewed every year. Any extensive consultation of the collections, particularly of manuscripts, will be facilitated by writing to the library well in advance. An undergraduate should bring a letter of introduction from a faculty advisor explaining why use of the collection is needed.

Departments of the Houghton Library, each with a curatorial staff, include Printed Books, Manuscripts, Printing and Graphic Arts, the Keats Collection, exhibition rooms and officers in the Pusey Library; materials in all the others, together with books and manuscripts in the Harry Elkins Widener Collection, are consulted in the Houghton Reading Room. No materials circulate outside the library. There are restrictions on access to and reproduction of certain materials.

Kent State University
COURTESY CARD POLICY

The Kent State University Library's first obligation is to the University's faculty, students, and staff. However, Library resources are available to all for use in the Library, and individuals may obtain a courtesy card which will enable them to check circulating materials out of the Library. Applications for courtesy cards are available at the Circulation Desk of the Main Library.

Eligibility

Any resident of the State of Ohio who is at least sixteen years of age may receive a courtesy card upon presentation of identification, completion of an application form and the payment of a thirty dollar deposit. A courtesy card cannot be issued in the name of an organization or business. If an organization or business wishes to check materials out of a KSU Library, an employee may apply for a courtesy card in his or her own name and check out materials on behalf of the organization.

The following groups are eligible to obtain courtesy cards without the payment of a deposit:

1. Current and retired Kent State University faculty and staff members. *(A K.S.U. I.D. is required for current employees.)*
2. Spouses and dependents (16 years of age or older) of Kent State University faculty and staff members. *(A courtesy card for spouses and dependents must be requested by the faculty or staff member.)*
3. Visiting and temporary Kent State University Faculty on appointments of less than a month's duration. *(A letter from the department chair or school director is required.)*
4. Persons currently enrolled in Kent State University Continuing Education courses. *(A fee receipt is required.)*
5. Members of the Kent State University Alumni Association. *(A current membership card is required.)*
6. Members of the Friends of the Library whose yearly contribution is $30.00 or more. *(A letter acknowledging membership and the amount of the contribution is required.)*
7. Faculty and students affiliated with Ohio Colleges and Universities. *(A current college or university I.D. is required.)*

Exceptions to the requirements for issuing courtesy cards may be made at the discretion of the Director of Libraries, the Associate Director of Libraries, and the Head of the Circulation Department.

Refund of Deposit

Provided the card holder has no outstanding fines or other charges, the courtesy card deposit will be refunded via mail by the Bursar's Office within 30 days after the card is surrendered to a member of the Circulation staff.

Procedures

1. A courtesy card is valid for one year from the date of issuance, and is renewable.
2. The courtesy card, and a second I.D. with the user's picture, is used to check materials out of the Kent State University Libraries.
3. A courtesy card holder may check out up to five library items for a four week period. Most library material may be renewed.
4. Courtesy cards are nontransferable. Only the person whose name appears on the card is entitled to use it. It is the responsibility of the card holder to notify the Library of any changes in name, address, or telephone number.
5. Library materials may be recalled from any patron after two weeks use.

Courtesy card holders are subject to all rules and regulations governing the use of the Kent State University Libraries and its collections.

9/1/88

Services to Outside Users

Library Cards

[illegible]

Library Privilege Card

[illegible]

Other Services

Microreproduction Laboratory (MRL)

[illegible] to Industrial Liaison Program members who identify themselves as such.

Computerized Literature Search Service (CLSS)

[illegible]

Categories of Use

MIT Alumni

[illegible]

Visiting Researchers

[illegible]

Boston Library Consortium (BLC)

[illegible]

Cross-Registered Students

[illegible]

MIT Libraries

Harvard University
Users from the Gordon McKay Library of the Division of Applied Sciences, the Countway Library of Medicine, and Center for Astrophysics John G. Wolbach Library may apply at their respective libraries for MIT Library borrowing privileges.

Marine-Biological Laboratory-Woods Hole Oceanographic Institution (MBL-WHOI)
MBL-WHOI users may apply at their respective libraries for MIT Library borrowing privileges.

Wellesley College
Wellesley College students, faculty, and staff may use their Wellesley identification cards as MIT Library cards with full borrowing privileges.

Special Programs

MIT Libraries' Group Membership Plan
The MIT Libraries' Group Membership Plan entitles member organizations for 10 Library Privilege Cards for $1925 per year. Cards are issued to individuals authorized by the organization's Contact Officer, usually the Librarian, who has ultimate responsibility for return of materials borrowed. Privilege cards permit use of all libraries in the MIT library system, and the borrowing of materials, except for periodicals, theses, and reserve materials, in accordance with Library policy.

Discounts for the Computerized Literature Search Service are available. Free interlibrary loan is available; telephone requests (253-5684) are accepted from members with messenger service. Loans are subject to the American Library Association Interlibrary Loan Code. Information and reference service is generally available weekdays, 9–5. Telephone information service is restricted to quick questions and answers.

MIT Industrial Liaison Program
Members of the MIT Industrial Liaison Program may obtain Library Privilege Cards as part of the program. Individuals of member companies may request cards through their Contact Officer from the Industrial Liaison Office (Room E38-576, 253-2691). These cards permit use of all libraries in the MIT Library system and borrowing of materials, except for periodicals, theses, and reserve materials, in accordance with Library policy.

Discounts for Computerized Literature Search Service and for Microreproduction Laboratory orders are available. Free interlibrary loan is available; telephone requests (253-5684) are accepted from members with messenger service. Loans are subject to the American Library Association Interlibrary Loan Code. Information and reference service is generally available weekdays, 9–5. Telephone information service is restricted to quick questions and answers.

Reciprocal Faculty Borrowing Program
The MIT Libraries and 57 other research libraries belonging to OCLC, a national bibliographic utility, have joined together in a program of reciprocal borrowing. The program provides faculty of participating institutions with on-site access and borrowing privileges at the libraries of the others.

Faculty members of institutions participating in the Reciprocal Faculty Borrowing Program should request a Reciprocal Faculty Borrowing Program card from their institution's library. To borrow materials at MIT, the card and a confirming identification must be presented at the Office of the Director.

Northwestern
University Library
Evanston,
Illinois 60201

LIBRARY PRIVILEGES FOR EVANSTON CAMPUS LIBRARIES

Northwestern University is an independent, privately endowed institution with the primary responsibility of providing services and facilities for University faculty, staff and currently registered students. In order to meet its obligations to these fully affiliated users, Northwestern University Library must make limitations on the use of its resources and facilities by persons outside the University.

In general, services and facilities for non-Northwestern University users are limited during the regular academic year to personal consultation of the collections from 8:30 a.m. to 5 p.m., Monday through Friday, and 8:30 a.m. to 12 noon on Saturday. Hours of access are unrestricted during the summer. Potential non-Northwestern University users of Chicago Campus libraries should consult these libraries for their special regulations.

Recognizing that individuals other than the current faculty, staff and students may have affiliations with the University, and recognizing the need for resources which are available locally only in the Northwestern University Library, the University authorizes the extension of special privileges to qualified non-Northwestern individuals as described below.

LIBRARY PRIVILEGES POLICY

Inquiries about borrowing and access privileges for Evanston campus libraries should be made at the Library Privileges Desk, located on Level 1 of the main University Library, Monday through Friday, 8:30 a.m. to 5 p.m. Applicants for these privileges are advised to telephone (491-7617) or write in advance to determine whether they qualify, and if so, the appropriate identification and authorization to be presented.

I. On-site Access Privileges

Access to the libraries during evening and weekend restricted hours is available to the user upon presentation of (1) currently valid Northwestern University faculty/staff, faculty/staff spouse or student identification; (2) Northwestern Borrower's Card as described in Categories III, IV, and V below; (3) Garrett-Evangelical or Seabury-Western identification; (4) Northwestern University Alumni Card; (5) current identification for members affiliated with any Northwestern University department, group, or organization; (6) identification for persons attending a

Northwestern University conference or institute; (7) an Infopass or letter of introduction issued by a library which indicates a specific need and designates evening or weekend access; (8) a currently valid faculty or student identification card from any member institution participating in the Shared Resources Program of the Research Libraries Group, Inc. (RLG).

II. Visitors

Guided tours of the libraries are offered weekdays between 8:30 a.m. and 5 p.m. Prior arrangements should be made with the Public Services Office (491-7632). A Visitor Pass, valid for one entrance only, will be issued to individuals from outside the Chicago area who are unable to visit during hours of open access. Applications should be made in advance at the Library Privileges Desk.

III. Free Borrowing Privileges

Borrowing privileges and access during all library hours are automatically extended to currently registered students (excluding Special Programs) and full-time faculty and staff of Northwestern University (Evanston and Chicago campuses), Northwestern trustees, and to currently registered students and full-time faculty and staff of Garrett-Evangelical and Seabury-Western theological seminaries who have been issued a laser-readable identification card. Borrowing and access privileges are issued on request to other students, faculty and staff currently registered or employed by Northwestern University (Evanston and Chicago campuses) who have a current Northwestern identification card. Borrowing and access privileges are also available to full-time Northwestern faculty and staff spouses who have a current Northwestern University spouse identification card issued by Northwestern Personnel.

Upon presentation of proper identification and authorization, borrowing and access privileges may also be extended to Chicago-area alumni who hold a degree from Northwestern University and to persons recommended by the appropriate Dean, who are working directly with Northwestern University students. Borrowing and access privileges are also granted to Northwestern emeritus and retired professors.

IV. Corporate Borrowing Privileges

Corporate cards for access and borrowing are available for $500 per year for the first card and $200 per year for additional cards. Contact the Library's administrative office, 491-7641, for more information or to order a card.

V. Other Paid Borrowing Privileges

Paid borrowing and access privileges may be extended to individuals engaged in research who are also residents of the Chicago metropolitan area. Borrower's cards are available for $50 per quarter, upon presentation of appropriate identification and authorization, to individuals in the following categories:

Northwestern Alumni not holding a degree
N.U. Library Council members
Faculty, librarians, and students from local colleges and universities
Professional staff of non-profit institutions

NOTE: Cards or passes valid for library access are non-transferable. Upon entrance to the libraries, the holder of a card or pass may be requested to show a second piece of personal identification.

January 1989

LIBRARY PRIVILEGES FOR VISITORS

Van Pelt Library

University of Pennsylvania

The University libraries are primarily for the use of faculty, students and other members of the University of Pennsylvania community. However, individuals not affiliated with the University, who have a serious need to consult the collections, may do so on weekdays without making prior arrangements. Researchers needing borrowing privileges may apply for a Library Courtesy Card (see over); these cards are issued for a fee and at the discretion of the library. The privileges which are available to visitors and the conditions under which they are granted are outlined below. *Departmental libraries and special collections are subject to varying conditions of use.*

Use of books within the libraries

Visitors may use library materials within the building on an occasional basis when these materials are not available in their own academic or public libraries. For security reasons we find it increasingly necessary to check ID cards at the door of Van Pelt. Visitors should be prepared to show an institutional ID card or a valid driver's license and to sign a roll book to gain access to the Van Pelt/Lippincott Libraries.

The Van Pelt/Lippincott Libraries do not offer services to high school or elementary school students. Students from other colleges and universities must exhaust the resources of their own libraries before turning as a last resort to the University of Pennsylvania Libraries.

Weekend and holiday access restrictions

Because of budgetary, staffing and seating limitations, as well as security considerations, it is necessary to restrict the use of the libraries by visitors to weekdays. On weekends and during certain holiday periods, admission to the libraries is limited to members of the University of Pennsylvania community, to Alumni Access Card holders and to Library Courtesy Card holders. Identification will be checked at the front door of Van Pelt. Students who expect to have friends visiting for a weekend should contact the Reference Department in advance to arrange for an access pass. Questions concerning access may be directed to the Van Pelt Reference Department (898-7555) on weekdays from 9 a.m. to 6 p.m.

Alumni Access Card

Alumni wanting to use the Van Pelt/Lippincott Libraries on weekends and on holidays may apply for an Alumni Access Card. There is no charge for this card. Alumni should understand that the card permits building access only and is non-transferable. It is valid in most, but not all, departmental libraries. Card holders may be asked to show a second form of identification at the front door of Van Pelt. *Application may be made in person or by mail to the Van Pelt Circulation Department. Mail requests should include: name, address, social security number, school and year graduated.*

Revised 8/88

Library Courtesy Card (Borrowing privileges)

The following categories of visiting readers are eligible to apply for a Courtesy Card:

1. Alumni of the University of Pennsylvania ($110.00 per year).

2. Individuals whose research needs require the resources of the University of Pennsylvania Libraries and graduate students from other universities ($220.00 per year). Graduate students must supply a letter of introduction from their own library with their application; they may apply for a special six-month rate ($110.00).

3. Corporations and other organizations ($650.00 per year). The Corporate Courtesy Card may be used by a limited number of employees who are authorized to borrow for the company or organization. Specific details may be discussed with the Head of Circulation in Van Pelt.

Courtesy Card holders may borrow books from Van Pelt and from most of the departmental libraries. A maximum number of 20 books may be on loan to a Courtesy Borrower at any time. Interlibrary Loan services are not available to Courtesy Card holders.

The granting of borrowing privileges to those eligible to apply is not automatic. The library reserves the right to withold privileges or to withdraw them if they are abused. Library Courtesy Cards are valid in most, but not all, departmental libraries. With the exception of category #3 above, cards are issued to individuals and are non-transferable.

Application for courtesy cards should be made Monday through Friday to the Van Pelt Circulation Department. Please call 898-7566 for more information.

THE LIBRARIES
OF PURDUE
UNIVERSITY EXCELLENCE: A SHARED COMMITMENT

STEWART CENTER • WEST LAFAYETTE, INDIANA 47907 • 317 494-2900

A BRIEF GUIDE TO LIBRARY SERVICES FOR FACULTY

Access to Other Libraries. There are several reciprocal borrowing programs which make in-person access to other libraries convenient for faculty. The Indiana Academic Research Libraries (IARL) include the four state supported universities and regional campuses and Notre Dame. The CIC Libraries include the Big Ten and the University of Chicago. The OCLC-ARLC program includes over sixty libraries including the University of California, Berkeley; University of North Carolina at Chapel Hill; M.I.T.; and the University of Pittsburgh. To use any of these programs, ask for an identification card at the Circulation Services Office, HSSE Library. (Room 156, STEW)

Availability of Privilege Cards for Spouses. Your spouse can obtain a library privilege card from the Circulation Services Office. Identification needed to obtain the card is proof of Indiana residency or spouse's Purdue identification.

Bibliographic Instruction. Instruction on. use of the library and relevant library materials can be scheduled with your librarian.

Catalog Information. Information about library holdings is available by telephoning Catalog Information at 494-2827. On- line access to the libraries' data base (PLUS) is also available to users of the campus internet.

Computer Based Information Service. On-line searching of over 500 data bases is available in many of the school and departmental libraries or from the Computer Based Information Service, Room 263, Stewart Center. (Telephone 494-2808). Information about services and charges may be obtained from most library locations.

Copying Service. Self-service copying machines are available in most libraries. An intra-library copying service is also available to faculty with account numbers. Your local library can supply forms needed and further information.

Easy Book Return. Books borrowed may be returned to any library in the system. (This does not apply to overnight and special loans.) Responsibility for books returned through this service remains with the borrower until circulation records of the lending library are cleared.

Interlibrary Loan. The Interlibrary Loan Office obtains research material not owned by Purdue. To submit a request, obtain request forms from the Interlibrary Loan Office in Room 259G, HSSE Library, Stewart Center. Forms are also available in all school and departmental libraries.

Reserve Facilities. Each library provides reserve facilities for class assignments. The Undergraduate Library provides this service for the Humanities, Social Science, and Education Library.

Suggestions for Purchase. Suggestions for titles to add to the collection are welcomed by school and departmental librarians.

A GUIDE TO LIBRARY USER IDENTIFICATION

Those eligible to be issued a library privilege card:

CLASSIFICATION	ACCEPTABLE IDENTIFICATION
Residents of Indiana (above high school age)	Drivers license, or Employer letter
Purdue Spouse	ID of spouse
Alumni	Alumni card
CIC institution faculty	CIC card
Visiting Scholars	Letter of introduction from home library or department visited
Corporate Users	Letter from Corporation
New faculty without ID	Call to school/dept

Patrons who already have acceptable identification:

Classification	Identification
Purdue Student	Passport
Purdue Faculty	Faculty ID card
Purdue Staff	Staff ID card
Retired Faculty or Staff	Retired ID card
University minister	Minister ID card
Students from Ball State, IU, ISU	Student ID
Faculty from Ball State, IU, ISU	Faculty ID

Those not eligible for a library privilege card:

High School Students
Non-residents of Indiana (except as above)
Patrons with delinquent library materials

7/16/86 B.Pinzelik

SEPTEMBER 1986

DOUGLAS LIBRARY

Queen's University
Kingston, Canada
K7L 5C4
Tel. 613 547-5950
Telex 066-3244

EXTERNAL BORROWER POLICIES

WHO MAY BORROW	1. Adult residents who live within the 50-mile radius of Kingston and surrounding area, including alumni, RMC or St. Lawrence College staff and students. 2. Students of post-secondary institutions who reside in the Kingston area during the summer. 3. Faculty and graduate students from other Ontario and Quebec universities with valid IUBP or CREPUQ cards. 4. Visiting alumni who live beyond the 50-mile radius may use the Library on site, but are not eligible for borrower cards. Depending on the length of stay, special permission to borrow may be granted on an ad hoc basis.
LOAN PERIOD	TWO WEEKS FOR MONOGRAPHS (ONE WEEK DURING SUMMER); THREE DAYS FOR BOUND JOURNALS.
TYPE OF MATERIAL WHICH MAY BE BORROWED	CIRCULATING BOOKS EXCEPT FOR RESERVE MATERIAL AND SPECIAL COLLECTIONS ITEMS.
FINES	40¢ PER DAY PER ITEM. REPLACEMENT CHARGE $40. PER BOOK.
ID REQUIRED TO APPLY FOR EXTERNAL BORROWING PRIVILEGES	SOCIAL INSURANCE CARD, DRIVER'S LICENSE, STUDENT CARD ISSUED BY POST-SECONDARY INSTITUTIONS, ALUMNI CARD, VALID IUBP OR CREPUQ CARD.
WHERE TO APPLY	DOUGLAS LIBRARY CIRCULATION DESK: 8:30 A.M. - 4:30 P.M., MONDAY - FRIDAY. BOOKS MAY NOT BE BORROWED BEFORE THE APPLICATION IS APPROVED.
CHARGES	$5. PER ANNUM FOR CITY RESIDENTS. NO CHARGE FOR STUDENTS, VISITING FACULTY, QUEEN'S ALUMNI, AND SENIOR CITIZENS.
CARD EXPIRES	ANNUALLY, OR EXPIRY DATE AS SPECIFIED BY HOME LIBRARIES FOR IUBP OR CREPUQ CARD HOLDERS.
MISCELLANEOUS	COIN-OPERATED PHOTOCOPY SERVICES AVAILABLE. INTER-LIBRARY LOAN SERVICE AT A CHARGE OF $10. PER TRANSACTION.

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

Interdepartmental Communication

March 11, 1985

TO: Circulation Librarians
Public Services Council
Library Directors

FROM: Evelyn Greenberg Eg

SUBJECT: Circulation Policy Memo #4

BORROWING PRIVILEGES-ALUMNI AND NON-RUTGERS BORROWERS*

I. LOAN PERIOD 28 days

II. RENEWALS. No renewals are allowed. If material is not overdue, it may be discharged at any Rutgers library and recharged to the patron.

III. OVERDUE MATERIAL - A "Date Due" is stamped in each item borrowed from the Rutgers University Libraries.

1. An overdue notice is sent to borrowers on the 7th day after the "Date Due".

2. On the 21st day after "Date Due" a second notice is generated and borrowing privileges are stopped.

IV. RECALLS - No material may be recalled for the use of these borrowers.

V. BORROWING LIMIT: 25 items are the maximum allowed on loan at any one time. Borrowing privileges are suspended until loans drop below the borrowing limit.

*See Circulation Policy Memo #2 for definition.

EG:bjm

Approved: April/May, 1983

Visitors may not use the following: course reserve collections, microcomputers, computerized literature search service, document delivery (FASTBOOK) or interlibrary loan services. Policies on the use of closed stack collections, lockers, and carrels vary. Please check with the individual libraries for their policies on use.

PRIVILEGES AT COORDINATE LIBRARIES

Privileges allowed at Stanford University's Coordinate Libraries vary considerably. Information given here covers only general policy. Inquiries regarding fees and privileges at any of the Coordinate Libraries should be directed to the library in question.

In some cases, fees paid for the use of Stanford University Libraries will be credited toward payment of fees at Coordinate Libraries, and vice-versa. Individuals seeking reciprocal privileges should apply as soon as possible for that card, as reciprocal cards carry the same expiration dates as purchased cards. Courtesy privileges are generally not reciprocal.

HOOVER INSTITUION: Courtesy privileges are extended to all visitors for use of materials on the premises. No borrowing privileges are available. Telephone: 723-2058.

J. HUGH JACKSON LIBRARY OF BUSINESS: The library should be contacted directly for information regarding library access and use privileges. Telephone: 723-2162.

LANE MEDICAL: Courtesy privileges are extended to all visitors for use of materials on the premises. Telephone: 723-6831.

ROBERT CROWN LAW: Eligibility for courtesy use of the collection is determined on an individual basis. Borrower's cards issued by Stanford University Libraries will be honored subject to the Law Library's regulations. Telephone: 723-2477.

STANFORD LINEAR ACCELERATOR CENTER: Courtesy privileges are extended to all visitors for use of materials on the premises. No borrowing privileges are available. Telephone: 854-3300; on campus, 280-2411.

APPLICATION PROCEDURE

Visitors seeking a courtesy or purchased library card should apply in person at the Privileges Desk, Cecil H. Green Library, from 8:00 a.m. to 5:00 p.m., Monday through Friday. Registration procedures must be completed and all applicable fees paid in full before library privileges will be granted.

ACCESS POLICY

Access to the Stanford University Libraries is available to Stanford faculty, students and staff, and to program participants of the Stanford/U.C. Berkeley Research Library Program and Research Libraries Group upon presentation of appropriate identification. Access to the Libraries is also extended to other users upon approval of library staff. The Libraries reserve the right to revoke access privileges of individuals in any category of users.

SUL403 5/87

VISITORS' USE
OF THE
STANFORD UNIVERSITY
LIBRARIES

Libraries of Stanford University

While the primary purpose of the Stanford University Libraries is to serve the academic and research needs of the faculty, students and staff of the University, persons not currently members of the Stanford community are also invited to use the Libraries' collections and facilities.

The policies outlined here apply to the Stanford University Libraries which consists of the Cecil H. Green Library (the central research collections in the humanities and social sciences), the J. Henry Meyer Memorial Library (a largely duplicate collection which supports the basic undergraduate curriculum) and eleven research branch libraries: Art and Architecture, Branner Earth Sciences, Cubberley Education, Engineering, Falconer Biology, Food Research Institute, Mathematical and Computer Sciences, Music, Physics, Swain Chemistry and Chemical Engineering, and the Hopkins Marine Station Library.

There are five separately and individually administered Coordinate Libraries on the Stanford campus. Visitors are referred to the "Privileges at Coordinate Libraries" section in this brochure for brief information and telephone numbers.

COURTESY PRIVILEGES

Courtesy privileges for use of the Cecil H. Green Library and the J. Henry Meyer Memorial Library are available for seven days in a one year period. These days need not be consecutive. Visitors who qualify for courtesy privileges are entitled to the following services and facilities:

Access* to the University Libraries' catalog and public shelf list.

Access to the reference and bibliography collections of the General Reference Department.

Access to the collections of the Green and Meyer Libraries.

Unlimited courtesy access is available for visitors to the Jonsson Library of Government Documents, Special Collections and University Archives (the rare book, manuscript, and archival collections), and to the research branch libraries. Access is limited in various ways in the Music Library and the Art and Architecture Library.

**Access generally includes on-site use of materials.*

PURCHASED PRIVILEGES

Visitors requiring use of the Cecil H. Green Library or the J. Henry Meyer Memorial Library beyond the seven-day access allowed by the courtesy privilege or wishing to borrow material from Green Library, Meyer Library, or any of the eleven research branches must purchase a library card. Access privileges may be purchased for one day, one month, three months, or for one year. Purchased access cards permit only on-site use. Borrowing privileges may be purchased for either three month or one year periods and allow withdrawal of materials from most of the Stanford University Libraries, subject to the borrowing regulations of the library holding unit, e.g., Meyer Library, Engineering Library, etc.

WHO QUALIFIES?

Stanford University Libraries has established several categories of people who qualify for visitor privileges. These include Stanford alumni, faculty and students of other academic institutions, visiting and independent scholars, and high school students. Representatives of organizations and corporations should consult the brochure "Institutional Use of the Libraries of Stanford University," available at the Privileges Desk in the Green Library. Policies vary according to category of user. Visitors should carefully read the section following which best applies to them. Library privileges are granted on a personal basis only and may not be used by or on behalf of anyone else. Visitors are responsible for complying with library regulations and for all fees and losses incurred.

ALUMNI: Alumni may receive the courtesy privilege. Individuals who have attended Stanford University for a minimum of three consecutive quarters, excluding the Summer quarter, are eligible for reduced fees. Stanford doctoral students not currently registered are considered alumni.

NON-STANFORD FACULTY AND COLLEGE STUDENTS: Faculty and students from other colleges and universities may receive courtesy and/or purchased privileges available to visitors. There are, however, two important exceptions. Individuals from institutions which are members of the Research Libraries Group or from the University of California at Berkeley may qualify for extended privileges and should inquire at the Privileges Desk, Green Library. Persons in the latter category should request a copy of the brochure, "The U.C. Berkeley/Stanford Research Library Cooperative Program." Bay Area college students, with the exception of students from U.C. Berkeley, must submit the form, "Student Request for Library Privileges in the Cecil H. Green Library and the J. Henry Meyer Memorial Library" completed and signed by an authorized librarian at the student's home campus. Forms are usually available from that librarian.

VISITING SCHOLARS: Borrowing privileges may be granted to Visiting Scholars upon presentation of the Visiting Scholar card issued by the Registrar's Office. There must be at least six weeks between the date of presentation of the card to the Privileges Desk and its expiration date. The spouse of a Visiting Scholar may obtain access privileges with the same expiration date. Independent scholars and researchers, not officially sponsored by Stanford University as Visiting Scholars, may receive regular courtesy privileges or may purchase privileges available to visitors.

HIGH SCHOOL STUDENTS: Bay Area high school students must follow procedures stated above for Bay Area college students. High school students are not eligible for purchased privileges.

COURTESY BORROWERS

the general libraries
ut austin

Obtaining Courtesy Borrower Cards

Adult Texas residents who are not members of the University community and who wish to borrow materials for home use may obtain Courtesy Borrower cards at the Circulation Services Department in the Perry-Castañeda Library upon payment of a $15 annual fee. A photo ID or two other identification cards are required upon application. Outstanding library charges must be paid before Courtesy Borrower cards can be issued. Courtesy Borrower cards are valid for one year.

The fee is waived for current members of the Ex-Students' Association and State of Texas employees based in Austin who are properly identified as such. Courtesy Borrower cards for these borrowers are valid for the period of membership or appointment, not to exceed one year.

Faculty and professional staff of University of Texas System component institutions and Texas A&M University are eligible for Special Borrower cards. For additional information, contact the Circulation Services Department.

Services

Courtesy Borrowers may borrow materials from the general collection for a 14-day loan. Other materials circulate for shorter loan periods according to format or collection.

Use of Computer-based Information Services and Inter-Library Service is not available to Courtesy Borrowers.

For further information on borrower identification, privileges, and responsibilities, see Borrower Info (Bookmark Series Number 3), available at all circulation desks.

Billing

Courtesy Borrowers are billed for fines for materials returned late and for replacement fees for materials lost or presumed by the library to be lost.

Addresses

Courtesy Borrowers are responsible for maintaining current addresses with the Circulation Services Department.

Abuse of Library Privileges

Courtesy Borrowers who fail to abide by library regulations or who have delinquent bills will have their borrowing privileges suspended and may have a bar placed on their University records. No portion of the $15 fee is refundable if borrowing privileges are suspended.

For additional information, contact:

Circulation Services
  Department
Perry-Castañeda Library 2.122
(512) 471-5553

BOOKMARK SERIES #6 9/85

Faculty and Graduate Students from other Ontario and Quebec Universities

A faculty member or graduate student from an IUBP Member University in Ontario and Quebec (IUBP - Inter-University Borrowing Project) may obtain an inter-university borrower's card without charge from his/her own university library. This card will be accepted at other IUBP libraries and is valid for the period indicated on the card. At the University of Toronto this card may be used for access to the Robarts stacks. For borrowing privileges, an IUBP card holder is registered and issued a U of T Library card. Loan regulations exclude "holds", renewals and lending of serials.

Other Visiting Faculty Members

Upon showing university identification, a visiting faculty member, not appointed at the University of Toronto, may apply for a complimentary Visitor's Card and stack pass if he/she wishes to use the Library for up to three months. For periods longer than three months, privileges as a Research Reader are available. Current home university identification will be required.

December 1988
V-1001

LIBRARY
UNIVERSITY OF TORONTO

Services
to
External Users

Services to External Users

The University of Toronto's library is the largest in Canada and its collection of seven million volumes is noted for its depth and breadth. There are books in over 120 languages covering such diverse topics as Assyriology and cybernetics, music and nuclear science. Besides books and periodicals, we collect papyri, manuscripts, microfilm, microfiche, computer tapes and compact discs. Our librarians can access data bases all over the world via on-line terminals.

Records for most of the library's collections on the St. George Campus are contained in the FELIX online catalogue.

Offering a wide range of services, including up-to-date on-line access to the whole collection, the Library serves not only the scholarly community but all sectors of the community — professionals, business people, and the public. Anyone who comes into the Library may read in the various reading rooms the material on open display, which includes current periodicals, microtexts, government publications, maps, books and journals in the Science and Medicine Library, the Engineering Library, the Sigmund Samuel Library (the undergraduate library) and in the Reference collection in the Robarts Library. Books in the closed stacks of the Robarts Library and the Thomas Fisher Rare Book Library may be requested and read in the reading rooms.

The University Library does not wish to compete with Toronto's well equipped public library systems, but it is happy to serve readers who need our library material which is not otherwise readily available. For those readers who wish to borrow books, have access to the interlibrary loan service, browse in the closed stacks of the Robarts Library, or reserve items already on loan, a library card will be provided for a fee. An applicant must live or work close enough to the University to be able to return borrowed material in person. **Please note: Undergraduates at other post-secondary institutions and high school students are not eligible to receive a library card.**

Two levels are available to external readers:

External Reader I

Available to: researchers, graduate students, visiting faculty, graduates of the University of Toronto and senior citizens.

Borrowing privileges:

up to 100 loans at a time
14 day loan period
2 renewals
14 day renewal duration

Other Services:

stack access (Robarts)
Photocopy services - 20 cents at booth or 10 cents and 20 cents at coin-operated machines
Reference Service - computerized literature searches: prices vary depending on — data base, the complexity of the search and the number of citations retrieved. In addition there is a consultation fee of $15.00 per hour (minimum $15.00)
Interlibrary Loan: a reader may request the Library to borrow material from another library at $11.00 per title

External Reader I membership is available for one year, six months, or three months and is renewable. Offered without charge to supporting, associate and patron members of the Friends of the Fisher Rare Book Library.

External Reader II

Available to graduates of the University of Toronto.

Borrowing privileges:

10 loans at a time
14 day loan period
no renewals
no holds

Other services:

As for External Reader I

External Reader II membership is available for one year and is renewable.
Offered without charge to faculty spouses and individual members of the Friends of the Thomas Fisher Rare Book Library.

A fee schedule is available on request.

paying the $40.00. If a replacement copy is purchased and the original book is ultimately located, the patron will not be reimbursed for the cost of the replacement nor can the replacement copy be returned to the patron. Lost books remain the property of the University of Wisconsin-Madison and must be returned if subsequently found.

Payment for replacement fees is made at the Bursar's Office, Window 4, Peterson Building, 750 University Ave., Madison, WI 53706.

For further information regarding circulation policy contact the Circulation Office, Memorial Library, (608) 263-7360. Circulation Office Hours are Monday-Friday, 8:00 am - 5:00 pm.

LIBRARY HOURS

Regular Schedule

Sunday	10:00am - 11:45pm
Monday - Thursday	8:00am - 11:45pm
Friday	8:00am - 9:45pm
Saturday	10:00am - 9:45pm

Interim Schedule

Monday - Friday	8:00am - 9:45pm
Saturday & Sunday	10:00am - 9:45pm

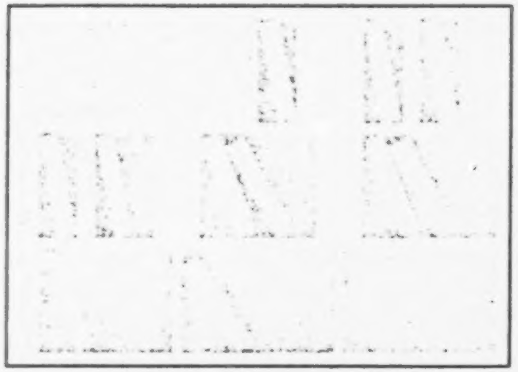
Card Application Window Hours

Monday - Thursday	8:00am - 9:00pm
Friday	8:00am - 7:00pm
Saturday	10:00am - 6:45pm
Sunday	10:00am - 9:00pm

Visitor passes available during these hours. Please present identification. No entrance passes issued when Card Window is closed.

Prepared by User Services Department 1989

LIBRARY BORROWING PRIVILEGES



PRIVATE COLLEGE FACULTY

UNIVERSITY OF WISCONSIN-MADISON
MEMORIAL LIBRARY

LOAN PERIODS

Type of Materials	
Stack Books	semester loan
Stack Periodicals*	7 days**
PhD Theses	semester loan
Master Theses	do not circulate
Microforms Rare Books Reference Materials Greek & Latin Reading Room Materials East Asian Reading Room Materials	do not circulate
Music Library	
Stack Books	semester loan
*Limited Circulations Monuments Collected Works Facsimiles Bound Periodicals	7 days

*no renewals
**if older than 10 years

BORROWING CARDS

Faculty members from private colleges in the state of Wisconsin are entitled to borrowing privileges from the U.W.-Madison General Library System. One may apply for a card at the Memorial Library Card Application Window by presenting proof of identity (picture I.D. with a current address) and proof of current employment at the private teaching institution.

The borrowing card is issued on a fiscal year basis and expires on June 30 of the current year. Cards may be renewed annually by again presenting current verification of employment status, provided that there are no outstanding replacement fees. Any outstanding charges must be paid before the card is renewed.

CIRCULATION POLICIES

A currently valid Memorial Library card must be presented at the time of charging out or renewing library materials.

The borrower is responsible for all books checked out on his/her card. The borrowing card is not transferable. Report the loss of your card immediately to the Memorial Library Card Application Window.

Please note that each campus library has its own circulation policies and loan periods. Information on these policies is available at the individual libraries.

Books must be returned to the same library from which they were borrowed. Books are not considered returned until they reach the proper library.

LOAN PERIODS

Most books may be charged out until the end of the current semester or the end of the eight week summer session. All materials are due as stamped in the back of the book. Journals must be at least 10 years old in order to be charged out, and have a seven day loan period.

All semester loan books may have unlimited renewals unless requested by another patron. Renewals are made in person at the Circulation Desk. All books in circulation over 14 days are subject to recall. Books needed for course reserves will be recalled immediately. Seven day loan books cannot be renewed.

REPLACEMENT CHARGES

The standard replacement charge for a lost book is $40.00. Replacement copies for lost books may be accepted in lieu of

INTRODUCTION

The Yale University Library is a generic term for the libraries of Yale University. Included are the Sterling Memorial Library, Beinecke Rare Book and Manuscript Library, Medical Library, Law Library, and some forty-five other school, departmental, and college libraries.

The libraries have been developed primarily as the working and research collections of the faculty, students, and staff of the University. Researchers from other institutions who have exhausted the resources of their home university and need to consult materials held in the Yale collections may apply for privileges in the Circulation Office in Sterling Memorial Library. The intent of these regulations is to insure access to the Library for members of the Yale community and to provide means whereby its materials may be made available to other qualified students and scholars. It is not possible to offer service to non-Yale undergraduate college students, high school, or elementary school students, except as indicated below.

The following regulations are generally applicable to all Yale libraries. However, the regulations in individual libraries may vary, and the prospective user of school, departmental, or special libraries should inquire as to possible departures from these regulations. Borrowers' cards issued by Sterling Memorial Library (the main library) make the holders eligible for borrowing privileges at other lending libraries in the system.

Library privileges are personal and individual. They may not be transferred to, or used on behalf of, other individuals. Application for privileges can be made in the Circulation Office of Sterling Memorial Library on Monday through Friday between 8:30 a.m. and 5:00 p.m. or Saturday between 10:00 a.m. and 5:00 p.m.

Temporary Privileges

1. Paging service is available for adults in the New Haven area who are not students at another institution. This service is free of charge and is available through the Circulation Desk, Monday through Friday between 8:30 a.m. and 4:45 p.m. Library materials may be consulted within the building when they are not available in public libraries. The appropriate fee will be charged for more extensive privileges.

2. During the Christmas and Spring recesses, undergraduate and graduate students who live in Connecticut, but go to school outside Connecticut, may have temporary privileges without charge after registration in the Privileges Office.

3. At other times, specific items may be made available to non-

Yale undergraduates students for temporary use in the Reading Room if a request has been made in writing by the students own college or university libraries. Books on reserve are not available to non-Yale students.

4. Graduate students form other educational institutions may be granted the reading room privileges for one week each year without charge. The appropriate fee will be charged for further privileges.

5. All persons who are not members of the Yale community may register without charge for the use of the depository publications of the United States and United Nations.

STACK PRIVILEGES

1. Stack access is automatically extended to Yale faculty and registered students upon presentation of a valid ID card.

2. Stack access is granted without charge to the following other categories of users upon the presentation of satisfactory identification:

   a. Clergymen in the Greater New Haven, area who devote their full time to a parish, church, or synagogue.

   b. Faculty, undergraduate and graduate students from RLG institutions.

   c. Faculty members from other institutions outside a radius of 100 miles from New Haven who take up temporary residence in the Greater New Haven area for the specific purpose of using the Sterling Memorial Library. This privilege is limited to three months in any year. More extended privileges are available on a fee basis.

   d. Federal, State, and local government officials stationed in the New Haven area, for the official work of their agencies.

   e. Others not specifically excluded may be granted stack privileges upon payment of $15 per month.

BORROWING PRIVILEGES

1. Borrowing privileges are automatically extended to Yale faculty, registered students, and permanent staff upon presentation of a valid ID card.

2. Alumni who need to borrow books occasionally but do not make regular use of the Library may apply in the Circulation Office

for the borrowing privilege without charge. Those wishing to make extended use of the Library may have stack access and borrowing privileges for a fee of $10 per month or $100 per year.

3. Faculty, graduate students, and undergraduates from RLG institutions may have stack and borrowing privileges for a fee of $25 per month.

4. Other persons engaged in scholarly work, including faculty and graduate students at other institutions, may apply for borrowing privileges. The fee is $40 per month.

5. Borrowing privileges are issued on request to the spouses of Yale faculty, staff, and registered students, upon application in the Circulation Office.

UNREGISTERED YALE STUDENTS

1. Candidates for the Yale Bachelor's degree who attend the summer term in regular enrollment status in exchange for a fall or spring term are considered to be in "summer term exchange leave." Such students are eligible for stack and borrowing privileges without charge for the term in which they are not enrolled. Evidence of registration for this status at the Office of the Dean of Yale College must be presented.

2. Candidates for the Yale bachelor's degree who are not attending the summer term and are in regular enrollment status are eligible for stack and borrowing privileges during the summer without charge. Authorization must be obtained from the Yale College Registrar's Office.

3. Candidates for the Yale bachelor's degree who are on official leave of absence are subject to a fee of $10 per month for stack and borrowing privileges. Authorization must be obtained from the office of the Residential College Dean.

4. Unregistered candidates for Yale graduate degree are subject to a fee of $10 per month for stack and borrowing privileges. Authorization must be obtained from the Registrar of the Graduate School or the professional school in which the student is enrolled.

RECIPROCAL BORROWING AGREEMENTS

6565 Frantz Road Dublin, Ohio 43017-0702 (614) 764-6000 TWX 810-339-2026

Research Libraries Advisory Committee to OCLC

AGREEMENT AMONG UNIVERSITY RESEARCH LIBRARY
MEMBERS OF OCLC ONLINE COMPUTER LIBRARY CENTER, INC.
FOR RECIPROCAL LOAN PRIVILEGES FOR FACULTY OF THOSE INSTITUTIONS

Preamble

The university research library members of OCLC (members of the Association of Research Libraries) wish to promote and facilitate scholarly research and communication among the members of their faculties by extending certain privileges to faculty members of other university research libraries that will provide access to scholarly materials that are not available on a faculty member's "home" campus. The covenants that follow are intended to accomplish this.

Several points should be emphasized before the covenants of this agreement are set forth:

- The covenants as stated below are intended to be minimums. Any participating institution is free to extend or expand the privileges it wishes to offer, but it should not do so in the expectation that other institutions will do likewise.
- Some institutions may find it necessary or desirable to exclude from the agreement certain other institutions that, in its judgement, would place on its resources an undue burden.
- This agreement is not intended to supplant other agreements between or among institutions, nor is it intended that this be the only agreement of this kind between institutions of like interest or common concern.
- It is hoped that the privileges extended to a faculty member from another institution will be as close as possible to the privileges the lending institution extends to its own faculty members.
- This Agreement should in no way be interpreted as conferring rights on any borrower. The Agreement is for privileges that may be revoked at any time by the borrower's home institution or withheld for cause by the lending institution.

THE AGREEMENT

1. SCOPE.

A. The libraries to which this Agreement applies are the main and branch libraries of the main campus of an institution that is a member of the Association of Research Libraries and is also a general member of OCLC.

B. The faculty members to whom this Agreement applies are faculty members of only the main campus of an institution.

C. Faculty members, as used in this Agreement are all regularly appointed faculty holding the rank of instructor, assistant professor, associate professor or professor, and other university employees accorded faculty borrowing privileges on their home campus.

2. PRIVILEGES.

Faculty members may, with proper identification, use the collections of participating institutions on the premises of the owner of the material or they may borrow materials on-site from a participating institution and take them to their home campus.

3. OBLIGATIONS.

A. Faculty Members will:

- present identification as required by this agreement and the lending institution
- observe the regulations of the lending institution
- return materials in person or by mail within the loan period prescribed by the lending institution
- return materials immediately and by some sort of priority mail or express if recalled by the lending institution
- pay all fines or other charges incurred because of late return of materials or damage to materials

B. The Lending Institution will maintain in the OCLC Name/Address Directory an up-to-date record of privileges and limitations applicable to this agreement so as to allow a prospective faculty borrower an opportunity to become acquainted with the regulations of the lending institution before applying for a loan. (More detailed information about this entry will be furnished to libraries that wish to participate.)

In addition to the privileges and regulations, the record should state specifically any institutions or class of institutions that the lending institution wishes to exclude from eligibility under this agreement, and it should, to the extent practical, indicate collections or types of material that are not subject to the borrowing privileges of this agreement.

C. The Home Institution of the Borrower will:

- o reimburse the lending institution for any charges not paid by the borrower after the lending institution has attempted to recover such charges. The home institution will take appropriate action with regard to the borrower, including suspension of any privileges extended under this agreement.
- o provide eligible faculty members with appropriate identification for borrowing from other participating institutions.

IDENTIFICATION OF ELIGIBLE BORROWERS

Identification of faculty eligible for privileges under this Agreement will be by a printed Research Library/OCLC identification card, valid for one year from the date of its issuance, available at the home library of the borrower and signed by the director of the home library of the borrower. (OCLC will provide a supply of blank, uniform cards to participating institutions.) The lending institution may also require other identification, and it may issue its own identification card for special borrowing privileges.

OTHER MATTERS

A. Each participating institution should appoint one person as liaison for reciprocal faculty borrowing privileges.

B. Problems or issues of either an individual nature or of broader scope should be resolved between library directors or their designates.

REVIEW AND ASSESSMENT

Participating institutions will, to the extent possible, maintain statistics on (i) the number of borrower cards it has issued, (ii) the number of items circulated and (iii) the category of the items (book, recording, microform, etc.) circulated. At the end of one year from the implementation of this program, or by December 31, 1987, whichever is sooner, the program will be reviewed by the Research Libraries Advisory Committee to OCLC and a determination will be made as to what changes, if any, to recommend or whether to recommend continuation of the program.

1986 October 30

Chapter 4

ON-SITE ACCESS

4.1 INTRODUCTION

On-site access means providing faculty and students of member institutions with use of collections and services when they are visiting other member institutions. This chapter states general policies for on-site access. Appendix C provides a directory of local information for each member institution.

A fundamental principle of the Research Libraries Group is that the combined collections shall be available to all qualified constituents of the member libraries under conditions of reciprocal access. In this context, access means the privilege of using materials in the building, but not borrowing them directly. It is understood that some RLG libraries do not control access to their buildings or general stacks. Where general library access is controlled, the following policies apply.

4.2 IDENTIFICATION

In institutions where building or stack access is controlled, on-site visitors will be asked to present their home institution's ID card, valid for the current year. The library being visited may request the presentation of additional identification if the institutional ID card does not include a photograph.

4.3 STACK ACCESS

Visiting faculty (including academic staff) and graduate students, upon presentation of their home institution's ID card will be accorded stack access under the same policies applied to local faculty and graduate students.

Visiting undergraduates are welcome to use the resources of other RLG libraries. It is expected that the home institution will be able to satisfy most needs. Stack access may or may not be granted.

4.4 ALUMNI AND OTHERS

The on-site access policy does not apply to alumni, retired faculty (except emeritus faculty), fee borrowers, or faculty and students of affiliated institutions, unless such institutions are considered RLG members through the parent institution.

4.5 EXISTING AGREEMENTS

The on-site access policy does not override pre-existing local protocols governing access between neighboring institutions. In particular, law libraries of member institutions within a fifty-mile radius of one another may have various local protocols governing access to the law collections.

4.6 ON-SITE ACCESS STATISTICS

Where practical, each institution will ask each RLG visitor to sign an information log with name, status, institution, research field, and ID validation. A sample form appears in Figure 2. This record may be useful if there are any problems with a particular user and may also be useful in identifying collection strengths and weaknesses of RLG members.

Those member institutions who control access to their buildings or stacks, and who keep statistics of on-site visits, will send those statistics to the Senior Program Officer for Shared Resources at the RLG central offices regularly.

Date	Visitor Name	Status	Home Institution	Research field	ID Presented
					*

*Indicate ID number, if any, validation date, and type--e.g., "faculty", "student", etc. If additional ID was requested (e.g., driver's license), indicate type.

Figure 2: Sample RLG On-site Information Log

4.7 SERVICES

The visiting RLG faculty member or student can expect the following services.

1. Reference service--guidance in using the collections.
2. Photocopy service--use of photocopy machines at the same rate as the local constituency pays.
3. Data base search service. Normally, an individual will be encouraged to request a data base search at his own institution. However, special arrangements may be made if an institution has access to unique data bases.

   At libraries charging for this service, the RLG visitor will pay the same as the local constituency. At libraries not charging their own constituency, the RLG visitor may be charged.
4. Special arrangements may be made for special needs if arranged in advance--for example, the use of restricted collections (rare books, manuscripts), accommodations for handicapped users, etc.

Interlibrary loan is excluded from the above on-site services. The RLG visitor should not present interlibrary loan forms and expect to carry out books. All interlibrary loan activity should be initiated at the home institution.

4.8 HOURS

People coming on RLG referrals should be encouraged to make their visits during regular business hours. A telephone call in advance may be necessary to confirm library hours. On-site access contacts and telephone numbers for each institution are listed in Appendix C.

CIC RECIPROCAL LOAN POLICY

AGREEMENT BETWEEN THE LIBRARIES OF CIC INSTITUTIONS FOR RECIPROCAL LOAN PRIVILEGES FOR FACULTY OF THOSE INSTITUTIONS

1. The program: The intent of this program is to provide an opportunity to all faculty of CIC member institutions (flagship campuses) to use the libraries of all other CIC institutions. This not only provides in-house use of these collections, which is now generally available, but extends borrowing privileges to those faculty willing to go to a member university campus, select the needed materials, transact the loan, use these materials and return them within the allotted loan period. Returning these materials, in person or by mail, would be the responsibility of the borrower.

2. Eligibility: All regularly appointed faculty at the rank of assistant, associate, or full professor, and those with equivalent or corresponding ranks such as librarians, research fellows and associates of CIC member institutions are eligible for the privilege herein outlined.

3. Identification: Identification of faculty eligible for these privileges will be based on a CIC printed I.D. card available at each university library and signed by the Director of Libraries of the home university. The lending institution will process the loan transaction either via this I.D. card or by issuing its own appropriate borrower's card, as best suited to the library's processes.

4. Liaison Person: Each institution may choose to designate one person (such as the Head of the Circulation Department) to serve as the CIC liaison person. This individual could serve as the initial contact for visiting faculty who wish loan privileges.

5. Materials available for loan: At the time the visiting borrowers card or visiting I.D. is issued, each participating institution should make available to CIC borrowers a summary of loan policies and privileges, including the loan period, types of materials which may or may not be borrowed, and a list of special non-circulating collections or libraries.

6. Loan period: Each institution will determine its loan period for CIC faculty with the understanding that the general goal is having it the same as for their own faculty.

7. Recalls: Recall of loaned materials may follow local policy. Borrowers are expected to respond promptly by mailing or delivering the recalled item to the lending library.

8. Penalties: Borrowing from a sister institution is a privilege and not a right. Failure to comply with the loan policies of the lending institution should result in a penalty appropriate to the non-compliance and generally in accord with the policy for home faculty of that institution.

9. Problems: Problems of either an individual nature or of broader scope should be resolved between CIC Directors or within the CIC Director of Libraries Group. It is expected that the Director of Libraries whose faculty member has not complied with the rules would make every effort to assist in resolving any problems.

10. Review: Member libraries will, to the extent possible, maintain statistics re: (a) the number of borrower cards issued to CIC faculty by each institution, (b) the number of materials circulated by category, i.e. book, periodical, microform, other. The program will be reviewed again in 1988.

University of Chicago

University of Illinois

University of Iowa

Indiana University

University of Michigan

Michigan State University

University of Minnesota

Northwestern University

Ohio State University

Purdue University

University of Wisconsin

PROPOSED JOINT BORROWER'S CARD PROCEDURES AND POLICIES FOR THE MEMBER LIBRARIES OF THE UNIVERSITY SYSTEM OF GEORGIA

A. The University System of Georgia cooperative program permits use of the library of any member institution by faculty, research staff, and students of other member institutions for the purpose of supplementing the resources of their own libraries. It is expected that each library will meet the normal demands of its faculty and students.

B. Faculty members and research staff with the rank of instructor or above and students at any University System of Georgia's colleges or universities may be issued a joint borrower's card to use the facilities of, and to check out circulating materials at other member libraries under the regulations hereafter set forth:

1. A joint borrower's card, issued by the designated librarian(s) of the institution in which the person is employed or enrolled, and a valid college or university identification card will be required.

2. Joint borrower's cards will be issued to full-time faculty members, upon their request, for the academic year (nine (9) months) only. Temporary faculty employed on a quarter-to-quarter or similar basis will be issued a joint borrower's card to expire at the end of the quarter of their appointment. A second card must be requested by an eligible faculty member for the summer months. Faculty members are not entitled to special privileges or extended loan periods at other institutions

3. Students with a demonstrated need will be issued joint borrower's cards for an academic quarter. Each card will be valid through the issuing institution's last day of classes for that particular quarter. Cards will be issued only to those students enrolled at a University System institution whose needs cannot be met by their own libraries. Graduate students who are teaching assistants or instructors are entitled to student privileges only.

4. The librarian issuing the card to faculty members or students will ascertain that there is a demonstrated need which cannot be met by his/her library. Whenever possible, all bibliographical and reference work should be done by the faculty member or the student in their own institution's library before going to another.

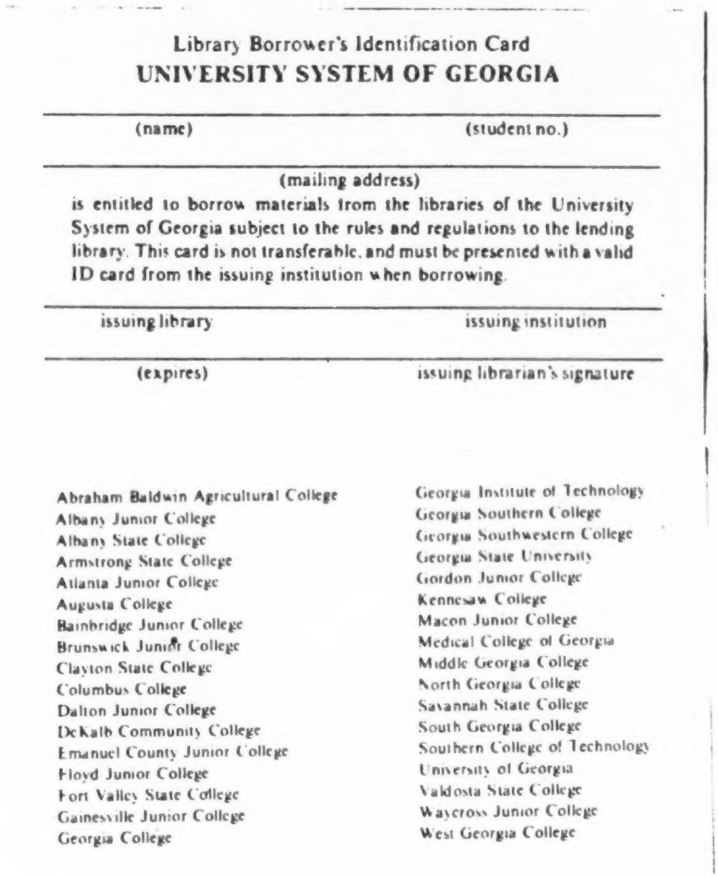
5. The individual borrower must assume responsibility for the safe return of all materials borrowed. If, after a reasonable time the material is not returned, the lending library will notify the head librarian of the borrower's institution indicating the books loaned, the date due and identification data on the borrower. Upon receipt of such a notice, the borrower's library will prevail upon the person to return or pay for the material and pay the fine. If after two months, the borrower still does not return or pay for the books, the library will reimburse the lending library for replacement charges.*

6. The borrower must return all materials directly to the lending library. The borrower's library will not be responsible for returning material to the lending library by mail.

7. Each library reserves the right to establish its own rules and regulations governing the use and circulation of materials and may limit the number of volumes or restrict the use of certain materials whenever necessary. Each borrower shall be responsible for learning and observing the rules and regulations of the library he uses.

8. A file of lending policies for all University System of Georgia Academic libraries will be available at the Library(ies) of each institution.

- If, at the end of the fiscal year, the book(s) has neither been returned nor paid for, the lending library will bill the issuing library for the cost of the book(s) plus the processing fee, if applicable. The issuing library will reimburse the lending library for these charges. Charges for unpaid fines will be cancelled; they will not be billed to the issuing library.



Library Borrower's Identification Card

UNIVERSITY SYSTEM OF GEORGIA

(name) (student no.)

(mailing address)

is entitled to borrow materials from the libraries of the University System of Georgia subject to the rules and regulations to the lending library. This card is not transferable, and must be presented with a valid ID card from the issuing institution when borrowing.

issuing library issuing institution

(expires) issuing librarian's signature

Abraham Baldwin Agricultural College
Albany Junior College
Albany State College
Armstrong State College
Atlanta Junior College
Augusta College
Bainbridge Junior College
Brunswick Junior College
Clayton State College
Columbus College
Dalton Junior College
DeKalb Community College
Emanuel County Junior College
Floyd Junior College
Fort Valley State College
Gainesville Junior College
Georgia College

Georgia Institute of Technology
Georgia Southern College
Georgia Southwestern College
Georgia State University
Gordon Junior College
Kennesaw College
Macon Junior College
Medical College of Georgia
Middle Georgia College
North Georgia College
Savannah State College
South Georgia College
Southern College of Technology
University of Georgia
Valdosta State College
Waycross Junior College
West Georgia College

IARL Reciprocal Faculty Borrowing Program

The Program:

The IARL Reciprocal Faculty Borrowing Program was developed by Ball State University, Indiana State University, Indiana University, Notre Dame and Purdue University. The purpose of the program is to provide faculty members of the five institutions the same on-site borrowing privileges as faculty members of the home institution. The program should promote and facilitate scholarly research and communication among the participating universities. Permanent regular faculty, emeriti faculty, administrators and continuing professionals who have faculty status at their home institutions are eligible for the program.

Institution Responsibilities:

- Issue an IARL identification card to eligible faculty of the home institution. The lending institution will use this card as the borrower's card or will issue its own borrower's card, as best suited to its own library processes.

- Reimburse the lending library for damaged, lost or unreturned materials when efforts to obtain payment from a faculty member have failed.

- Prepare a handout on its circulation policies and make available circulation handouts from participating institutions to its faculty members.

- Designate one person to serve as IARL liaison. This person will be the contact person for questions and problems and will serve on the review committee of the program.

Faculty Responsibilities:

- Ask the home library for circulation information pertinent to the institution they plan to visit.

- Request Reciprocal Faculty Borrowing Program card at the home institution and show that card, along with other identification, when borrowing materials at another institution.

- Observe the library use regulations of the lending institution.

- Return materials in person or by mail, within the loan period described by the lending institution.

- Return materials immediately and/or by priority or express mail if recalled by the lending institution.

- Pay any and all fines or other charges incurred because of lost, unreturned, late return, or damaged materials.

Please note that this is a program of privileges. At its discretion, a participating institution may suspend the privileges of its own faculty members or of faculty members of another participant.

Program Review:

The IARL Reciprocal Faculty Borrowing Program will be reviewed by the liaisons from the participating institutions May 1989. Each institution will keep statistics on the number of IARL cards it issued, on use by participating institutions, and the number of items loaned to faculty from the participating institutions. A decision concerning the continuation of the program will be made prior to July 1, 1989.

It is recommended that the following who were involved in developing the policies and procedures for the IARL Faculty Borrowing Program be appointed liaison and be assigned to review the program in May 1989.

Ball State University	- Galen Rike
Indiana State University	- Ron Martin
Indiana University	- Ann Cuthbertson
Notre Dame	- Sue Dietl
Purdue University	- Barbara Pinzelik

5-20-88

Mid-Missouri Associated Colleges & Universities

GUIDE TO LIBRARY RESOURCES

- * Columbia College
- * Lincoln University
- * Stephens College
- * William Woods College
- * University of Missouri-Columbia

MMACU LIBRARIES

The goal of the Library Resources Committee of the Mid-Missouri Associated Colleges and Universities is to foster mutual dependence and resource sharing through planned programs and activities. One of the key benefits of the consortium is that students and faculty at member institutions have access to the collections, services, and other resources of the libraries of those institutions. While all library resources may be used "on-site," students may also obtain borrowing privileges at any member library under certain conditions (see Letters of Introduction). Faculty members need only to present their institutional identification cards to obtain such privileges. In addition, faculty may wish to arrange for their classes to visit other member libraries (see Class Assistance). This is but another benefit of MMACU membership.

LETTERS OF INTRODUCTION

Students at MMACU institutions may obtain borrowing privileges at member libraries by means of Letters of Introduction. Letters are issued by the librarians on the staff of an individual's own institution only after it has been determined that one's own library is unable to adequately meet the student's needs. Letters will not be issued if the library of the institution in which the student is enrolled has sufficient resources on the topic, or if the student is not in good standing (due to unpaid fines, overdue books, etc.) with his or her own library. A Letter of Introduction, therefore, is a privilege, not a right. By signing the letter, the student assumes the responsibility for observing the policies and regulations of the member library which will be used.

A student who is issued a Letter of Introduction should present it at the lending desk of the designated library. The letter will enable the student to obtain temporary borrowing privileges. MMACU libraries will generally not grant such privileges for periods longer than one month.

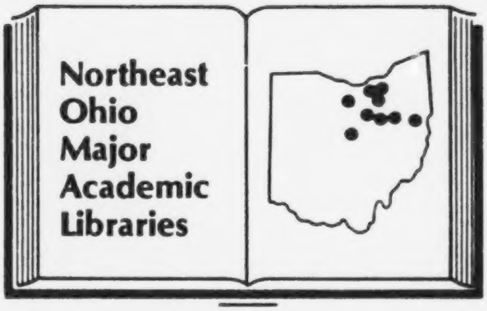
CLASS ASSISTANCE

Occasionally faculty members at MMACU institutions may require that a class, individually or as a group, visit the libraries of one or more members of the consortium. Whenever such visits are planned, they should be arranged in advance through the librarians of the faculty member's own library. Prior notice is essential if the class is to derive full benefit from the visit.

SUMMARY OF LIBRARY SERVICES

The descriptions which follow are intended to provide students and faculty with a brief overview of the services and collections available. More detailed information may be obtained from the respective member libraries.

N E O M A L



The Northeast Ohio Major Academic Libraries (NEOMAL) consortium exists to promote cooperative sharing of resources and open communication among its members for the benefit of the faculty, staff, and students of the institutions represented.

Founded in December, 1974, with six members, NEOMAL is now made up of nine participating institutions. The consortium has pursued a number of useful projects, including the exchange of serial lists, cooperative collection development, and priority service for member libraries for the interlibrary loan of materials.

The combined collections of the NEOMAL institution libraries compare in size to some of the major research libraries in the United States. The following "NEOMAL Collection" statistics illustrate this strength:

Bound Volumes (Books and Bound Periodicals): 6,130,000
Current Periodical Subscriptions: 30,530
Microforms: 3,163,000
Audio-Visual Materials (Films, Slides, Audio-Tapes, Phonodiscs, Videotapes, Kits, etc.): 162,000
Government Documents: 1,746,000

HOW NEOMAL WORKS FOR YOU:

1. It offers fast, priority Interlibrary Loan service for materials needed by NEOMAL borrowers.
2. It provides an online "NEOMAL Union List of Serials" in the OCLC database, which enables users to identify exact periodical holdings of member libraries.
3. It provides a printed "Union List of NEOMAL Consortium Newspapers," which is available for consultation at member libraries.
4. It offers onsite use of privileges at all of its member libraries. Lending policies are listed individually under each institution.

1986

STATE OF OHIO

INTER-UNIVERSITY LIBRARY COUNCIL

May 12, 1981

DIRECT BORROWING AGREEMENT

1. Purpose

To provide the opportunity to all faculty and graduate students of participating institutions for direct borrowing of materials from the libraries covered by this agreement. Individuals will go to the respective campuses, select their books, transact a loan, and return the materials within the specified loan period. Return of the materials to the lending library is the sole responsibility of the individual borrower. This agreement applies to only those central libraries and branches specified on the signature sheet.

2. Eligibility

All persons holding academic rank or status in a member institution (teaching faculty, research faculty, librarians, etc.), and all students having graduate status in one of the institutions.

3. Identification

All persons who wish to participate in this program must obtain a special identification card signed by the Director of Libraries of their institution. The lending institution will process the loan transaction using this card or by issuing its own borrowers card.

4. Liaison

Each library should designate a position to act as the liaison for the program. The person in this position will serve as the initial contact if questions or problems develop.

5. Materials Available for Loan

Each library should make available to all borrowers and cooperating institutions a copy of the lending policies, overdue and lost book replacement charges, and a brief description of materials not available for loan.

6. Loan Period

Each library will determine its loan period for this program. Generally, the loan period should be that given to undergraduate borrowers at the lending library.

7. Recall of Materials

Materials needed by the lending institution for one of its users will be recalled by telephone or mail. Borrowers in this agreement are expected to respond immediately to such a recall by returning the materials personally or by mail.

8. Overdue Fines and Other Charges

Borrowing materials under the provision of this agreement is a privilege, not a right. Fines for overdue books, assessments for failure to respond to recall notices, and charges for lost or returned books will follow the practices of the lending library.

9. Problems

Borrowers who fail to honor the provisions of this agreement should be reported to both the lending library as well as their home library. Such persons will be denied borrowing privileges under this agreement until all outstanding loans and charges are settled. The borrower's home institution accepts responsibility for the replacement of all lost materials.

10. Annual Review

The directors will review the program at the spring meeting each year. Each institution should be prepared to provide the number of cards issued, an estimate of the number of transactions, and a list of users who have created problems.

11. Cards

The special identification cards will be of a distinct color, wallet size, have a statement of the principal elements of this agreement, the verso, borrower's full name, school, department, home address, home telephone number, and signature of the director of the home institution.

12. Effective Date

This policy is effective September 1, 1981.

YORK

ONTARIO COUNCIL OF UNIVERSITY LIBRARIES

INTER-UNIVERSITY BORROWING PROJECT

A. PRINCIPLES OF AGREEMENT

A faculty member, graduate student, or staff member visiting another Ontario University Library may borrow directly from it, providing:

1. The University of the visiting borrower has formally agreed with OCUL to be responsible for the safe return or replacement of material borrowed, or for charges incurred, by its own people in this way.

2.(i) The borrower presents his IUBP Borrower's Card at the Circulation Desk and uses an IUBP Borrowing Form for each transaction. Collateral identification may be required.

OR

(ii) The borrower presents his IUBP Borrower's Card at the Circulation Desk. On the authority of this card, the lending library registers him as an external borrower and thereafter he falls under the lending library's regulations for external borrowers. Collateral identification may be required. A separate card may be issued.

3. The borrower undertakes to observe the IUBP regulations and any additional regulations of the host library as may apply.

4. Each University wishing its faculty, staff and graduate students to participate in the IUBP borrowing project must agree to apply sanctions to ensure that the system is not abused. A signed copy of this document signifying agreement to the principles and procedures of the project must be returned to the designated coordinating library for the Inter-University Borrowing Project before participation in the project is allowed.

Such a sanction statement should include at least the following:

(a) Academic sanctions (suspension of the right to graduate or register) shall be applied against any graduate student who has abused the borrowing privileges - through failure to return a book, pay a fine, etc. - at another library participating in the IUBP Borrowing Project.

(b) Withdrawal of library privileges from any graduate student or faculty member who abuses the IUBP borrowing system. Such privileges would include borrowing, interlibrary loan, assignment of carrel or study, etc. within his own or the IUBP participant libraries.

cont........../2

B. OPERATING PROCEDURES

I. Issuing Borrower's Cards.

1. Any faculty or professional staff member, or graduate student, who is a user in good standing (i.e. without outstanding charges or overdues) of a participating library, may apply for an IUBP borrower's card, which may then be used according to the established regulations, in any other participating IUBP library.

2. The user's home library will be responsible for checking the user's record before issuing the card. The card will be authorized by the Chief Librarian or her/his delegate, thus verifying that the user has no outstanding charges or overdue loans at the time of issue.

3. The card will expire three times annually: on January 15, May 15 and September 15, or alternatively, once annually on September 15. The home library will decide which of the above expiry date(s) to adopt and will ensure that new cards are not issued to borrowers with outstanding charges or overdue loans.

4. When the user claims his card, he will sign a form indicating that he has read the regulations (see attached) inherent in the IUBP inter-university borrowing system. This form will be filed at his home library.

II. Borrowing Procedures.

1.(i) To borrow an item from a participating library, a user will present his IUBP card (plus collateral identification if requested) and complete a three-part form. Part one (blue) and part two (yellow) will be retained by the lending library for integration into its own circulation records in whatever way is most appropriate. Part three (pink) will be placed in the borrowed item, to accompany the borrower. Copy three will be printed on the reverse side with the borrowing regulations of the system as a whole.

OR

(ii) A user will identify himself as a registered external borrower and will follow the procedures stipulated by the lending library.

2.(i) If the borrower returns the book to his home library, the pink copy which accompanies the book will be sent with the book back to its home library via IUTS marked with the date of return. If the user should return the book directly to the library from which it was borrowed, the pink slip in the book will alert the circulation staff that the book has been

cont........../3

returned from an off-campus borrower, and they will clear their own files. When the lending library receives the book, whether from the borrower or via IUTS, it will clear its files or take appropriate action with respect to fines.

OR

(ii) Books from other universities returned to the home library should be dispatched to the lending library with a slip saying where and when they were returned (except books with pink slips as in (i) above). It should be noted that some of these books may not be IUBP loans.

Statistics should be kept by all participating libraries of

(a) items borrowed from each library by off campus borrowers

(b) number of borrowers cards issued.

III. Communication among IUBP Participant Libraries.

1. All communication will be among designated library representatives. A list of these representatives shall be circulated to all participating libraries.

2. In the event of an outstanding overdue or recall or an unpaid fine or lost charge, contact will be made with the designated representative in the user's home library not later than six (6) weeks after the book was due and immediately if immediate follow-up action by the home library is expected. The standard follow-up form should be used. The home library will make personal contact with the borrower in an effort to retrieve the material or charge. The user's home university will assume financial responsibility for his transactions and its representative will cause appropriate payments to be made to the lending institution. If the home library is not notified within the six weeks, the lending library is responsible.

3. Each library is responsible for sending a copy of its "Library Reulations Pertaining to IUBP Borrowers" to all participating libraries and sending revisions when necessary.

cont......../4

IV Sanctions.

1. The borrower's home library will assume responsibility for sanctioning borrowers who are delinquent in the IUBP project as outlined in the Principles of Agreement.

   This means that a borrower who abuses the inter-university borrowing privilege will be denied library privileges and have academic sanctions applied on his own campus as well as throughout the Inter-University Borrowing Project participating libraries. This condition must obtain even if a library does not deny such privileges or apply sanctions for abuse of its local borrowing system as a regular course of action.

2. Up to date lists of sanctioned borrowers will be circulated to all participating libraries at frequent intervals.

Revised May 1982

ONTARIO COUNCIL OF UNIVERSITY LIBRARIES

Inter-University Borrowing Project

Regulation/Application for Borrower's Card

A. Use of IUBP Borrowing Card and Form.
   1. Books may be borrowed on IUBP Borrowing Card only
   2. The IUBP Card is not transferable; it may be used to borrow library material only by the person to whom it was issued.
   3. Collateral identification of a borrower may be required.

B. Fines will be imposed for material not returned by date due, and for material not returned by the new due date after a recall notice has been issued.
   1. The fine schedule for overdue books in operation at each university library will apply to all borrowers.
   2. IUBP cards held by borrowers with outstanding fines will not be renewed.

C. Material may be borrowed for the loan period specified by the lending library. No renewals will be allowed. No reserve requests (holds) can be accepted.

D. Damaged or lost books.
   1. A borrower is responsible for library material borrowed in his name. Lost books should be reported promptly to the Head of Circulation at the borrower's own institution.
   2. Borrowers losing or failing to return books, or returning them in a damaged condition are subject to repayment and reprocessing charges as determined by the lending institution.

E. 1. The IUBP borrowing procedure applies to catalogued monographs only as defined by the lending library.
   2. All photocopies made at a host library must be on a cash basis or via self-service coin-operated photocopiers as determined by rules of the host library.

F. Sanctions
   a) Academic sanctions (suspension of the right to graduate or register) shall be applied against any graduate student who has abused the borrowing privileges -- through failure to return a book, pay a fine, etc. -- at another library participating in IUBP.
   b) Withdrawal of library privileges from any graduate student or faculty member who abuses IUBP borrowing system. Such privileges would include borrowing, interlibrary loan, assignment of carrel or study, etc., within his/her own or the IUBP participant libraries.

I HAVE READ THE IUBP INTER-UNIVERSITY BORROWING REGULATIONS. I UNDERSTAND THAT FAILURE TO OBSERVE THEM WILL RESULT IN THE LOSS OF BORROWING PRIVILEGES IN ALL LIBRARIES HOLDING MEMBERSHIPS IN THE INTER-UNIVERSITY BORROWING PROJECT AND THAT SANCTIONS WILL BE APPLIED AS OUTLINED ABOVE.

______________________ Signature

______________________ Name - Please print

______________________ Address

____

____

______________________ University

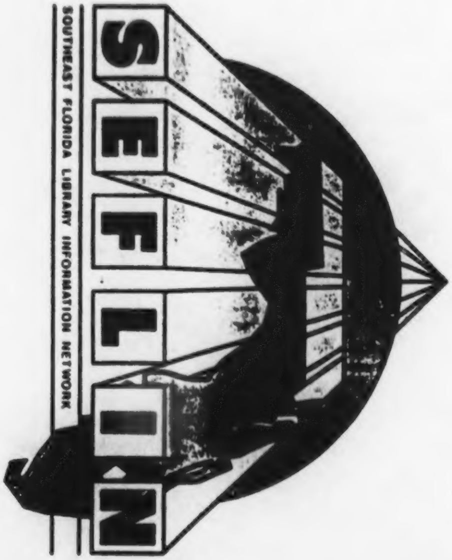
______________________ Authorization

______________________ Date

SEFLIN

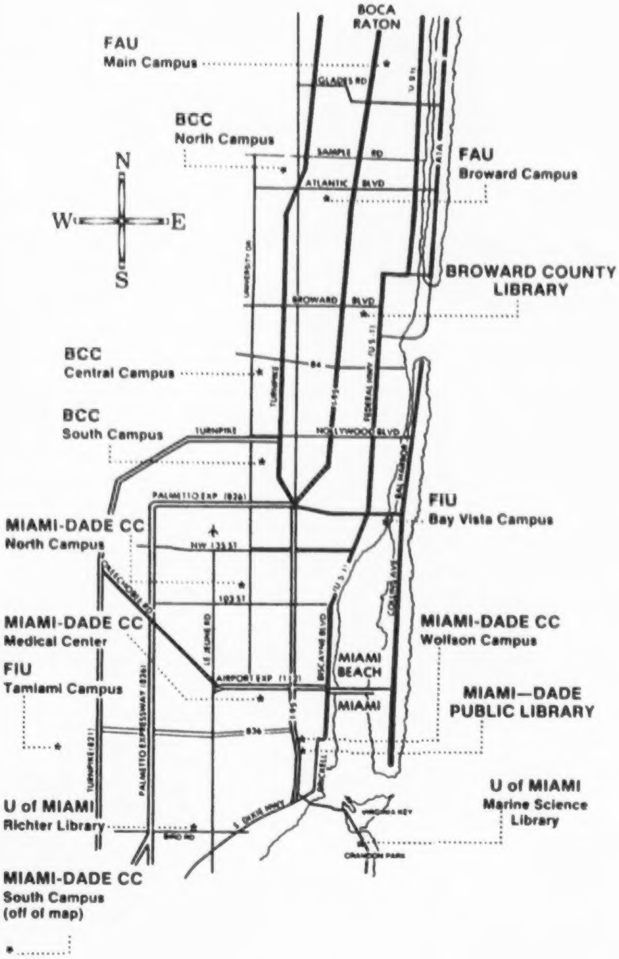
SOUTHEAST FLORIDA LIBRARY INFORMATION NETWORK

A Cooperative Library Network Serving Dade, Broward, and Palm Beach Counties.


SEFLIN
SOUTHEAST FLORIDA LIBRARY INFORMATION NETWORK

MIAMI

SEFLIN LIBRARIES LOCATIONS


BOCA RATON
FAU
Main Campus
GLADES RD
U S 1
BCC
North Campus
SAMPLE RD
ATLANTIC BLVD
A1A
FAU
Broward Campus
N
W
E
S
UNIVERSITY DR
BROWARD COUNTY LIBRARY
BROWARD BLVD
U S 1
BCC
Central Campus
84
TURNPIKE
I 95
FEDERAL HWY
BCC
South Campus
TURNPIKE
HOLLYWOOD BLVD
BAL HARBOUR
PALMETTO EXP (826)
FIU
Bay Vista Campus
MIAMI-DADE CC
North Campus
NW 135 ST
OKEECHOBEE RD
103 ST
U S 1
COLLINS AVE
MIAMI-DADE CC
Medical Center
LE JEUNE RD
BISCAYNE BLVD
MIAMI-DADE CC
Wolfson Campus
FIU
Tamiami Campus
MIAMI BEACH
AIRPORT EXP (112)
MIAMI
MIAMI—DADE PUBLIC LIBRARY
836
I 95
TURNPIKE (821)
PALMETTO EXPRESSWAY (826)
BRICKELL
U of MIAMI
Marine Science Library
U of MIAMI
Richter Library
S. DIXIE HWY
VIRGINIA KEY
BIRD RD
CRANDON PARK
MIAMI-DADE CC
South Campus
(off of map)

A LIBRARY NETWORK IS:

... an association of independent libraries voluntarily working together to improve library information services for all residents of an area.

SOUTHEAST FLORIDA LIBRARY INFORMATION NETWORK IS:

... a multi-type cooperative library network established in 1984 to serve all the residents of Dade, Broward and Palm Beach counties.

... composed of individual libraries of all types which remain autonomous yet share resources with others in the network.

... funded by the Library Services and Construction Act Title III. Funds are administered by Broward County Library System. After 1988, funding will come from other sources.

... governed by a Board of Directors, one from each of the participating institutions.

... administered by a Project Coordinator.

THE PURPOSE OF SEFLIN IS:

... to improve library service by providing timely information and document delivery. Computer terminal and telecommunication equipment is planned to access the holdings and availability of material contained within the data bases of the respective libraries. Courier service between the libraries on a daily basis provides the requested material within 24 hours to the user when telefacsimile transmission of material is not feasible.

... to facilitate cost-effective sharing of resources.

IMPROVING LIBRARY SERVICE THROUGH NETWORKING

REFERENCE AND INTERLIBRARY LOAN SERVICES

SEFLIN is saving money for member libraries and is improving service through expansion of reference and interlibrary loan programs. Reference librarians assist staffs in providing patrons with answers to their reference and research needs. Specific book and periodical title requests from member libraries are channeled through interloan departments, offering local access to hundreds of thousands of volumes owned by system members.

USING TECHNOLOGY

SEFLIN is helping member libraries by exploring ways of bringing new technologies into area libraries. By investigating ways to use telefacsimile systems, **SEFLIN** is promoting the moving of materials from remote service points. By supporting installation of an online information utility in the future, **SEFLIN** will assist in making the latest innovations available to the smallest member library. These activities encourage cost savings through shared application of new technologies.

COLLECTION DEVELOPMENT

SEFLIN is improving collection development practices. Cooperative and shared collection development is encouraged through the Collection Development Committee, which explores feasible and productive resource sharing for maximum cost effectiveness to improve patron satisfaction.

UNION LIST OF SERIALS

The creation of a union list of magazine and journal holdings of participating member libraries is a powerful locating tool for over 10,000 unique periodical titles. This activity greatly enhances reference and interlibrary loan services to library users.

CONTINUING EDUCATION

SEFLIN holds regular librarians' meetings; plans, sponsors and cosponsors special activities including tours, discussion groups, demonstrations, and workshops. Improved communication and formal activities provide opportunities for area library administrators and staffs to become well informed on subjects vital to library operations and to keep current in a rapidly changing profession.

Seflin Member Libraries

COMMUNITY COLLEGES

Broward Community College

Central Campus Library 475-6648
3501 SW Davie Road
Fort Lauderdale, FL 33314
Hours: 7 am - 9:45 pm Mon.-Thur.
7 am - 4 pm Fri.
Addl. hours Sun. Sept. - April
FAX No.: 473-8619

North Campus Library 973-2250
1000 Coconut Creek Blvd.
Pompano Beach, FL 33066
Hours: 7:30 am - 9 pm Mon.-Thur.
7:30 am - 4 pm Fri.
Reduced summer hours.
FAX No.: 977-6361

South Campus Library 963-8825
7300 Pines Blvd.
Pembroke Pines, FL 33024
Hours: 7:30 am - 9:30 pm
Mon.-Thur.
7:30 am - 4 pm Fri.
9 am - 5 pm Sat., 1 - 5 pm Sun.
FAX No.: 983-0429

Miami-Dade Community College

Medical Center
Campus Library 347-4129
950 NW 20th Street
Miami, FL 33127
Hours: Call library
FAX No.: 324-6057

North Campus Library 347-1375
11380 NW 27th Avenue
Miami, FL 33167
Hours: Call library
FAX No: 687-1645

South Campus Library 347-2076
11011 SW 104th Street
Miami, FL 33176
Hours: Call library
FAX No.: 279-9387

Wolfson Campus Library 347-3144
300 NE 2nd Avenue
Miami, FL 33132
Hours: Call library
FAX No.: 374-3207

PRIVATE UNIVERSITIES

University of Miami

Otto G. Richter Library 284-4706
P.O. Box 248214
Coral Gables, FL 33124
Hours: 8 am - 11 pm Mon.-Fri.
9 am - 6 pm Sat.
1 pm - 10 pm Sun.
Sept. - May
FAX No.: 662-3828

Rosenstiel School of 361-4021
Marine & Atmospheric or
Science Library 361-4007
4600 Rickenbacker Causeway
Miami, FL 33149
Hours: 8:30 am - 5 pm Mon.-Fri.
FAX No.: 361-9306

PUBLIC LIBRARY SYSTEMS

Broward County
Main Library 357-7444
100 S Andrews Avenue
Ft. Lauderdale, FL 33301
Hours: 12 am - 9 pm Mon.-Thur.;
10 am - 9 pm Tue.-Wed.
9 am - 5 pm Fri.-Sat.,
1 pm - 5 pm Sun.
FAX No.: 761-7240

Miami-Dade
Public Library 375-BOOK
101 W Flagler Street
Miami, FL 33130
Hours: 9 am - 6 pm Mon.-Sat.
9 am - 9 pm Thur.;
1pm - 5 pm Sun. Sept.-May
FAX No.: 374-1573

PUBLIC UNIVERSITIES

Florida Atlantic University

Main Campus Library 393-3769
P.O. Box 3092
Boca Raton, FL 33431
Hours: 8 am - 5 pm Mon.-Fri.
FAX No.: 394-8829

Broward Campus Library 771-1550
1515 W Commercial Blvd.
Ft. Lauderdale, FL 33309
Hours: 8 am - 10 pm Mon.-Thur.
8 am - 4:30 pm Fri.
9 am - 6 pm Sat.,12 am - 10 pm Sun.
Reduced hours during semester
breaks.
FAX No.: 491-0514

Florida International University

Bay Vista
Campus Library 940-5729
151st Street and Biscayne Blvd.
Trade Center Building
N Miami, FL 33181
Hours: 8 am - 12 pm Mon.-Thur.;
8 am - 8 pm Fri.
9 am - 8 pm Sat., 1 - 11 pm Sun.
Reduced Summer Hours.
FAX No.: 949-1591

Tamiami Campus
Library 554-2470
112th Avenue, off 8th Street
Building AT
Miami, FL 33199
Hours: 8 am - 12 pm Mon.-Thur.
8 am - 8 pm Fri.
9 am - 8 pm Sat., 1 - 11 pm Sun.
Reduced summer hours
FAX No.: 221-0372

STATE LIBRARY

R A Gray Bldg. (904) 487-2651
Tallahassee, FL 32301
Hours: 8 am - 5 pm Mon.-Fri.
FAX No.: (904) 224-8914

STATE UNIVERSITY OF NEW YORK AT STONY BROOK
STONY BROOK, NEW YORK 11794

Circulation Department. Library (516) 246-8335

OPEN ACCESS INFORMATION SHEET

DEFINITION OF OPEN ACCESS

Open Access is a program under which the library of a participating State University unit will provide direct loan service for circulating materials to eligible members of the University system.

ELIGIBILITY AND IDENTIFICATION

Any current student, faculty or staff member of a participating SUNY institution is entitled to in-person borrowing privileges upon presentation of a validated ID. card. Between semesters or in the summer, verification of pre-registration for the coming semester must be presented. Open Access privilege must be renewed each semester at our Circulation Desk.

LOAN PERIOD

The loan period to all Open Access patrons, including faculty, for most circulating materials is 30 days; the period varies among the branch libraries. The borrower returning a volume by U.S. Mail or through his home campus must allow enough time for its return on or before the due date. All materials are subject to recall before the due date, especially if needed for Reserve.

RENEWALS

Materials may be renewed upon presentation at the Circulation Desk, at the discretion of the Librarian, provided there is no other request for the material.

CHARGES FOR OVERDUE OR LOST MATERIAL

A fine of 10¢ per day per book is assessed for overdue regular circulating books. If a borrower fails to return a book within 30 days of the due date, he or she is charged the price of the book plus a $5.00 processing fee. Fines, which are collected by the University Bursar's Office, are charged all Open Access borrowers, including faculty and staff, and the borrowing privilege is suspended until a receipt or cancelled check is shown to the circulation supervisor.

OTHER SERVICES AVAILABLE TO OPEN ACCESS USERS

In addition to direct loan privileges described above, other services available to Open Access borrowers include:

1. In-house use of periodicals, Reserve, Reference, Microform and other non-print materials and children's books; these materials are non-circulating or have restricted circulation.
2. Use of self-service photocopy equipment.
3. In-house use of library's listening facility.

Library services which at the present time are unavailable to Open Access patrons include interlibrary loan services and data base searches.

ABUSE OF PRIVILEGES

Open Access patrons are expected to be familiar with library policies and procedures. Privileges will be suspended or withdrawn for those patrons who fail to fulfill library obligations.

SUSB 1468 R-1 F151 [11-80]

THE UNIVERSITY OF TEXAS SYSTEM

RECIPROCAL BORROWING PROGRAM

Introduction

The libraries of University of Texas System component institutions, adopting a common goal to promote and facilitate scholarly research and communication among their faculty, will extend reciprocal borrowing privileges to faculty so they may have direct, personal access to scholarly materials that are not available on the home campus. The following covenants are intended to accomplish this goal.

Several points should be emphasized before the covenants of this agreement are set forth:

> The covenants are intended to be minimums. Any University of Texas System institution is free to extend or expand the privileges it wishes to offer, but it should not do so in the expectation that other institutions will do likewise.
>
> This agreement is not intended to supplant other agreements between or among institutions, nor is it intended to be the only agreement of this kind between institutions of like interest or common concern.
>
> It is hoped that the privileges extended to a borrower from another institution will be as close as possible to the privileges the lending institution extends to its own borrowers.
>
> This agreement should in no way be interpreted as conferring rights on any borrower. The agreement is for privileges that may be revoked at any time by the borrower's home institution or withheld for cause by the lending institution.

THE AGREEMENT

1. SCOPE

A. The libraries to which this agreement applies are the main and branch libraries of the campus of each institution.

B. The faculty to which this agreement applies are faculty members of the main and branch campuses of each institution.

C. The term faculty as used in this agreement refers to all regularly appointed faculty members holding the rank of instructor, assistant professor, associate professor or professor, and other university employees accorded faculty borrowing privileges on their home campus.

2. PRIVILEGES

Faculty members may, with proper identification, use the collections of UT System institutions in the libraries which own the materials or they may borrow materials in person and take them to their home campus.

3. RESPONSIBILITIES OF FACULTY MEMBERS

Faculty members will:

A. Present identification as required by this agreement and the lending institution.

B. Observe the regulations of the lending institution.

C. Return materials in person or by mail as specified by the lending institution within the loan period prescribed by the lending institution.

D. Return materials immediately by a form of priority mail or express if recalled by the lending institution.

E. Pay fines or other charges incurred as the result of late return, damage, or loss of materials.

4. RESPONSIBILITIES OF INSTITUTIONS

University of Texas System institutions' responsibilities include:

A. University of Texas System institutional participants in OCLC will maintain in the OCLC Name/Address Directory (NAD) a current record of privileges and limitations applicable to this agreement, including collections or types of materials not subject to the borrowing privileges conferred under this agreement, so a prospective borrower may become acquainted with the regulations of the lending institution.

B. University of Texas System institutions which are not participants in OCLC will provide a written policy statement which includes the information noted above to be included in a handbook and directory for the program to be made available to all System institutions.

C. Institutions will provide eligible faculty members with an authorized University of Texas System Libraries Reciprocal Borrowing Program Library Passport to present as identification at other institutions.

D. Institutions will employ all available and appropriate means to recover payment from the borrower if the lending institution is unsuccessful in recovering such charges. The home institution will take appropriate action with regard to the borrower, including suspension of privileges extended under this agreement.

5. IDENTIFICATION OF ELIGIBLE FACULTY

Identification of faculty eligible for privileges under this agreement will be by a University of Texas System Libraries Reciprocal Borrowing Program Library Passport, valid until August 31 or earlier date if applicable of the fiscal year of its issuance and signed by the library director or his/her designate (example below). The lending institution may also require other identification and may issue its own identification card for special borrowing privileges.

6. LIAISON AND PROBLEM RESOLUTION

Each institution will appoint one person as liaison for the reciprocal borrowing program. Duties of the liaison include making available copies of the program's handbook and directory, insuring that the institution's OCLC NAD record and/or written policy statement are shared by all, maintaining a supply of Library Passports, administering the program at the library, and notifying other libraries of delinquent borrowers. Problems or issues of an individual nature or of broader scope should be resolved between library directors or their designates.

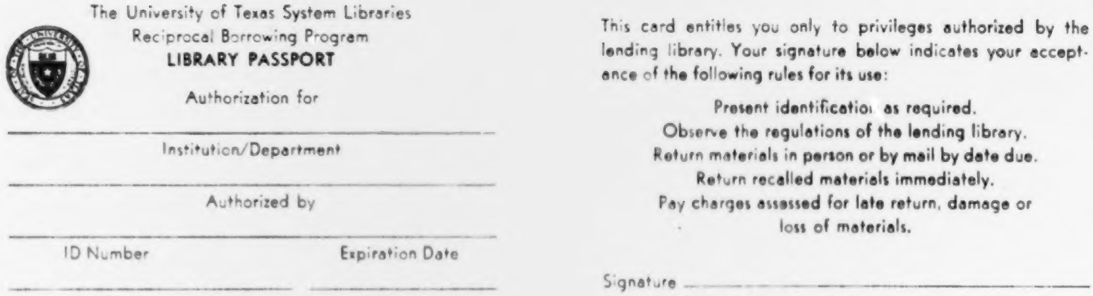
7. REVIEW AND ASSESSMENT

Institutions will, to the extent possible, maintain statistics on the number of Library Passports issued to these borrowers. This information will be reported at the end of the fiscal year to an individual designated by library directors, and an annual report on use of the program will be made to System institutions.

At the end of one year from the implementation of this agreement, or by August 31, 1989, whichever is sooner, the agreement will be reviewed by library directors and a determination will be made concerning changes to be recommended and whether to recommend continuation of the agreement.

Possible changes may include addition of other borrowers to eligibility, including nonprofessional staff, graduate students, and undergraduate students.

LIBRARY PASSPORT



The University of Texas System Libraries
Reciprocal Borrowing Program
LIBRARY PASSPORT
Authorization for

Institution/Department

Authorized by

ID Number Expiration Date

This card entitles you only to privileges authorized by the lending library. Your signature below indicates your acceptance of the following rules for its use:

Present identification as required.
Observe the regulations of the lending library.
Return materials in person or by mail by date due.
Return recalled materials immediately.
Pay charges assessed for late return, damage or loss of materials.

Signature

REPLACEMENT CHARGES

The standard replacement charge for a lost book is $40.00. Replacement copies for lost books may be accepted in lieu of paying the $40.00. If a replacement copy is purchased and the original book is ultimately located, the patron will not be reimbursed for the cost of the replacement, nor can the replacement copy be returned to the patron. Lost books remain the property of the University of Wisconsin-Madison and must be returned if subsequently found.

Payment for replacement fees is made at the Bursar's Office, Window 4, Peterson Building, 750 University Ave., Madison, WI, 53706.

For further information regarding circulation policy contact the Circulation Office, Memorial Library, (608) 263-7360. Circulation Office hours are Monday-Friday, 8:00 am - 5:00 pm.

LIBRARY HOURS

Regular Schedule

Sunday	10:00am - 11:45pm
Monday - Thursday	8:00am - 11:45pm
Friday	8:00am - 9:45pm
Saturday	10:00am - 9:45pm

Interim Schedule

Monday - Friday	8:00am - 9:45pm
Saturday & Sunday	10:00am - 9:45pm

Card Application Window Hours

Monday - Thursday	8:00am - 9:00pm
Friday	8:00am - 7:00pm
Saturday	10:00am - 6:45pm
Sunday	10:00am - 9:00pm

Visitor passes available during these hours. Please present identification. No entrance passes issued when Card Window is closed.

Prepared by User Services Department 1989

LIBRARY BORROWING PRIVILEGES

UW SYSTEM FACULTY & STAFF

UNIVERSITY OF WISCONSIN-MADISON
MEMORIAL LIBRARY

LOAN PERIODS

Type of Materials	
Stack Books	semester loan
Stack Periodicals*	7 days
PhD Theses	semester loan
Master Theses	do not circulate
Microforms Rare Books Reference Materials Greek & Latin Reading Room Materials East Asian Reading Room Materials	do not circulate
Music Library	
Stack Books	semester loan
*Limited Circulations Monuments Collected Works Facsimiles Bound Periodicals	7 days

*no renewals

BORROWING CARDS

Faculty and staff of the U.W.System are entitled to borrowing privileges from the U.W.-Madison General Library System. One may apply for a card at the Memorial Library Card Application Window by presenting proof of identity (picture I.D. with a current address) and current U.W.System affiliation.

The borrowing card is issued on a fiscal year basis and expires June 30 of the current year. Cards may be renewed annually by again presenting current verification of U.W.System affiliation, provided that there are no outstandiing replacement fees. Any outstanding charges must be paid before the card is renewed.

CIRCULATION POLICIES

A currently valid Memorial Library card must be presented at the time of charging out library materials.

The borrower is responsible for all books checked out on his/her card. The borrowing card is not transferable. Report the loss of your card immediately to the Memorial Library Card Application Window.

Please note that each campus library has its own circulation policies and loan periods. Information on these policies is available at the individual libraries.

Books must be returned to the same library from which they were borrowed. Books are not considered returned until they reach the proper library.

LOAN PERIODS

Most books may be charged out until the end of the current semester or the end of the eight week summer session. All materials are due as stamped in the back of the book. Journals may be charged out for seven days.

All semester loan books may have unlimited renewals unless requested by another patron. All books in circulation over 14 days are subject to recall. Books needed for course reserves will be recalled immediately.

U.W. System faculty and staff are eligible for automatic renewal privileges as long as the borrowing privileges have been updated. Renewal notices will be mailed at least twice a year. Seven day loan books cannot be renewed.

User Guide

Boston Library Consortium

Boston College
Boston Public Library
Boston University
Brandeis University
Massachusetts Institute
of Technology
Northeastern University
State Library
of Massachusetts
Tufts University
University of Massachusetts
at Amherst
University of Massachusetts
at Boston
University of Massachusetts
at Worcester
Wellesley College

1984/1985

Consortium arrangements include issuing Consortium cards which are honored by the member libraries. A common application form is used by all of the Consortium libraries. This form is to be requested and filled out at the home library. A Consortium card will be issued by the home library when the user's needs have been determined.

The Consortium card is an identification card, and card-holders must register at each Consortium library visited. Procedures vary among libraries ranging from pro-forma registration to a screening interview to assess needs.

Since the Consortium card does not automatically confer borrowing privileges throughout Consortium libraries, it is essential that the card-holder check this *User Guide* carefully for each library's registration procedures and borrowing regulations.

Each host library's circulation regulations, including the payment of charges for overdue and unreturned books, must be observed. Failure to abide by these rules will result in the loss of the individual's borrowing privilege at all Consortium libraries. It should be understood that the Consortium card is a privilege and not a right.

Materials may be returned at any of the libraries listed in this guide.

Consortium cards must be revalidated each new semester—fall, spring, and summer—at the home library. Lost cards should be reported to the home library as soon as possible.

Profiles of the separate collections, detailed directories, maps, descriptions of special resources, etc. are found in the regularly updated *Handbook* of the Consortium. Consult a member of the Reference staff in your library for this information, and see the Consortium's *Union List of Serials* for locations and holdings of journals.

development librarians in the two institutions, and routine searching of catalog and in-process files. Here, too, the goal is the wisest possible use of funds for support of the work of the Stanford/Berkeley research community.

Gutenberg Express Shuttle Service

The Gutenberg Express provides transportation between the Stanford and Berkeley campuses Monday through Friday except for holidays. Riders must possess a valid Stanford or U.C. Berkeley identification card. A fare is charged.

Reservations are required for Friday afternoons only and can be made by calling U.C. Berkeley Bus Services at 642-5149.

Where To Call For Additional Information

AT STANFORD

Cooperative Collection Development	723-2019
FASTBOOK Delivery Service	723-FAST
General Reference Service	723-1811
Gutenberg Express Information	723-9108
Privileges Desk	723-1491
Program Card Information	723-1491

AT BERKELEY

BAKER Delivery Service	64-BAKER
Cooperative Collection Development	642-7600
General Reference Service	642-6657
Gutenberg Express Information	642-5149
Main Library Service Desk	642-6647
Program Card Information	642-6647

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THE U.C. BERKELEY/STANFORD

RESEARCH LIBRARY COOPERATIVE PROGRAM

Stanford University Libraries

The Program

The U.C. Berkeley/Stanford Research Library Cooperative Program (RLCP) provides for coordinated collection development and makes the resources of the U.C. Berkeley and the Stanford University Libraries available to eligible researchers from both institutions.

Who At Stanford Is Eligible

Faculty, academic staff, and currently registered graduate students at Stanford.

Services Of The Program

Your Program Borrower's Card entitles you to:

- browse and borrow in any library on the U.C. Berkeley campus, subject to the regulations of the library.
- call for information on library holdings and/or availability of specific materials.
- request that library materials be delivered from U.C. Berkeley to the Cecil H. Green Library.
- request that journal articles on the U.C. Berkeley campus be photocopied (for a fee) and mailed to your campus address.

How To Register For The Program

To register for your Program Borrower's card, apply at the Privileges Desk on the first floor of the East Wing of the Cecil H. Green Library, Monday through Friday, 8:00 a.m. to 5:00 p.m. Eligible applicants will receive a numbered Program Borrower's Card valid for borrowing materials from the U.C. Berkeley libraries.

How to Find Out About Books at U.C. Berkeley

To obtain information on U.C. Berkeley library holdings, call 642-6657 (64-BOOKS) at Berkeley, or consult the General Reference staff in the Cecil H. Green Library (723-1811).

To determine, before you make a trip to Berkeley, if needed materials are non-circulating, in storage, out to another borrower, or otherwise not immediately available, call 642-2537 (64-BAKER), or the specific branch library known to have the item. You may wish to request that material in storage be paged and held for you at the Loan Desk in the Doe Library pending your arrival in Berkeley.

How To Have U.C. Berkeley Materials Delivered To Stanford

To request delivery of Berkeley library material or photocopy to the Green Library at Stanford, call 642-2537 (64-BAKER). When the requested loaned items arrive, you will be notified by Stanford's FASTBOOK Unit. Books may then be picked up at the Loan Desk of the Cecil H. Green Library. Photocopies will be mailed to your campus address. Please note that there is a charge for photocopy service. If the material you requested is unavailable, you will be notified.

Return material borrowed from U.C. Berkeley to the Berkeley library from which it was borrowed, or to the Loan Desk of the Cecil H. Green Library at Stanford. If you return Berkeley materials to the Green Library for return to Berkeley, please allow three extra working days before the date due for return delivery to U.C. Berkeley. You are responsible for materials until they have been returned to the library from which they were originally borrowed.

Cooperative Collection Development

What It Is

Coordinated collection development is another aspect of the cooperative venture between the libraries. The purpose of collection development coordination is to allow each library to concentrate the largest possible share of its acquisitions effort where there is the greatest current collecting need or ongoing commitment, or both. Strengthened scholarly resources for researchers at Berkeley and Stanford is the goal.

How It Works

Cooperative reliance is an arrangement whereby one library accepts primary responsibility for a substantial research collection in a specified field; the other library is free to restrict its collecting in this field to instruction support materials and the most actively needed research publications. While this coordination may sometimes focus on fields in which one campus' research programs are much stronger than the other's, it also includes subfields of areas in which both libraries have intensive interests supporting active academic programs, e.g., Latin American studies, East Asian studies, local history. Such agreements do not inhibit either library from acquiring publications needed locally, but they do guarantee that each library can expect the other to maintain collections of an established level in specified fields, and so can determine whether campus needs might be met by loan, in lieu of purchase. Some cooperative agreements have been described in cooperative program brochures, or identified in the two libraries' collection development policy statements; more such areas of cooperation will be noted in future policy statements.

Stanford participates in the University of California nine-campus Shared Acquisition Program, a cooperative effort which uses a shared pool of money to support joint acquisition of selected expensive materials and serial publications. By restricting unnecessary duplication, the program extends the total scholarly resources available in the State. Shared acquisition activity complements the Stanford/Berkeley cooperative collection development program.

Informal coordination of collecting is a continuous process at both libraries, taking the form of frequent consultation between collection

DUKE-UNC

COOPERATIVE LIBRARY LENDING AGREEMENT

This AGREEMENT is a cooperative library lending bond between the Perkins Library of Duke University and the main libraries of four constituent institutions of the University of North Carolina--The University of North Carolina at Chapel Hill, North Carolina State University, The University of North Carolina at Greensboro, and The University of North Carolina at Charlotte. This AGREEMENT does not constitute a cooperative bond between or among the libraries of the four named branches of the University of North Carolina.

Faculty members, administrative officers, permanent members of the library staff, graduate students, and fifth year professional students currently enrolled at the cooperating universities may obtain bookstack access and home use borrowing privileges for the participating libraries.

Persons eligible for and desiring cooperative home use loan privileges must register for a Library Privilege Card with the library of their own institution. It is the obligation of the registering library to maintain a registration file of persons issued Library Privilege Cards so as to make legal enforcement of loan regulations possible.

Since duplicate registration records will not be sent to the lending libraries, the registering library may be required from time-to-time to furnish a count of its registrants to any of the several libraries involved. Privilege cards issued to faculty members, administrative officials, and permanent library staff members are dated to expire one year after the date of issue. Cards issued to graduate students and fifth year professional students are dated to expire upon the termination of the current academic year or at the termination of their enrollment if they will not be enrolled for the entire academic year. Graduate students and professional school students enrolled for summer sessions are issued cards only for the sessions attended and will have to renew in the fall for the academic year.

Registered borrowers of the participating universities are required to present their Library Privilege Card at the loan desk of the lending library when requesting a loan or stack access. The lending library may also require borrowers to present evidence verifying their current enrollment at the registering institution. The lending library's regular undergraduate student loan period applies to all borrowers unless modified by a separate reciprocal agreement between particular libraries. (For example, Duke's loan period is two weeks, but UNC-CH faculty have the option of retaining materials an extra two weeks before it is considered overdue.) All loan policies and all charges assessed the borrower for overdue fines, lost books, or damaged materials will be based on the policies of the lending libraries. The lending library reserves the right to limit the home use of high demand materials to its own students and faculty. It will also expect immediate response to recall notices for materials needed by its students and faculty. Any library may deny borrowing privileges to persons violating its regulations and policies. Library Privilege Cards may be denied any applicant with a delinquent record in either his home library or any of the cooperating libraries.

In general the following procedures will apply for enforcing regulations and lending policies through the collection of lost book and/or overdue charges:

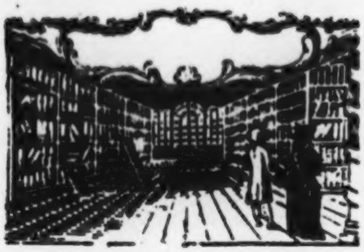
1. Copies of bills posted by lending libraries to delinquent student borrowers will be held one month to allow the borrower to respond and settle his account with the lending library. If he has not responded after thirty days a copy of the original bill will be sent to his home library where it will be processed by that library in line with its usual billing procedures. (The home library will not be expected to send additional overdue notices, etc., as the lending library will have already sent notices and bills.)
2. At those home institutions where bills are sent to the bursar or the cashier's office, payments collected are retained by the home institution. At some institutions (NCSU for example) the library may (acting in line with its usual procedures) collect the charges or, by withholding credits, transcripts, etc., force the borrower to settle directly with the lending library.
3. Effecting the return of books loaned to members of the faculty will be handled by the home library for the lending library in accord with the home library's usual procedures. At Duke, for example, faculty members may be billed and the procedure will be initiated upon receipt of a bill copy from the lending library thirty days following the original billing. Other libraries that do not bill members of the faculty will deal with delinquents by direct contact, by contact through departmental chairmen, or by letters of intent to cancel library privileges.

The librarian or a designated official of the borrower's library serves as an agent in negotiations between the other libraries and the borrower. The librarian or a designated agent of the borrower's university will assist the lending library in effecting the return of overdue materials and collecting unpaid charges. The enforcement means typically used by the borrower's university to collect unpaid charges will be applied to the borrower as if the delinquent account had been accrued at the university's own library.

In the event the home library is ineffective in dealing with any delinquent borrower, faculty or student, the lending library will be free to take any measures it can to bar access to its collections and services by the individuals involved.

Any extensions of privileges stated herein are at the option of the lending library.

FEES FOR SERVICES



ubc library services to OFF-CAMPUS USERS

I'M NOT CONNECTED WITH UBC - MAY I USE THE LIBRARY?

Yes. While the Library's first concern is to provide adequate collections and services to students, faculty and staff at UBC, we also attempt to make our resources available to anyone who needs them, particularly to people who cannot find elsewhere the specialized material they require.

Anyone who comes into the Library may use materials in any of the campus branches. You may browse, read, look things up, listen to records, consult clipping files. You may photocopy material using either the self-service machines or the copy service. You may use the reference collections and services, ask questions, get help. (The Library reserves the right, however, to charge for extensive reference service at the rate of $30/hour.)

MAY I TAKE BOOKS HOME?

Sometimes. First you'll need a library card. With a card you may borrow most of the circulating books in the library.

However, certain categories of library materials are used very heavily by students and faculty and therefore are **not** lent to outside users. These include: Journals - bound & unbound
Reserve books
Children's books

In addition, borrowing may be restricted for selected materials in the Curriculum Laboratory and Sedgewick Undergraduate Library.

MAY ANYONE GET A CARD?

No. Most adults are eligible for cards; however, **undergraduate** students from other British Columbia universities and colleges may **not** purchase cards. Since their needs often conflict with those of UBC undergraduates we have to restrict this group to be fair to our own students. Their libraries should be able to provide the books they need and, if necessary, may borrow from UBC for their students through interlibrary loan. We're sorry that our resources cannot stretch to cover this group. Of course, these students can (and do!) use materials in the Library.

HOW MUCH DOES A CARD COST?

Personal cards are **$50/full year** (September 1 to August 31)
$35/part year (January 1 to August 31)
$20/summer (May 1 to August 31)

Senior citizen cards are **$10/year.**

Centre for Continuing Education students enrolled in non-credit courses may purchase cards for $10 for the duration of their courses. Applications for cards should be submitted to the Centre when registering for a course.

Faculty, professional staff, and **graduate students** from other universities and colleges in British Columbia are eligible for complimentary cards. University of Victoria undergraduate students are also eligible by special reciprocal agreement.

Visiting faculty members from universities and colleges outside of British Columbia may apply for complimentary cards. Visiting students from other provinces may apply for complimentary cards for a limited period.

BUT I JUST NEED A FEW BOOKS, $50 IS A LOT.

Try interlibrary loan. If you have a card for a public library, a university, or a community college in British Columbia, ask **that library's** interlibrary loan department to borrow the book for you. You'll still get the book for 2 weeks and you won't need to buy a UBC card.

HOW DO I GET A CARD?

Go to the Circulation Division in the Main Library, just to the right of the main door. Please bring 2 pieces of identification with you. Once your application is processed, you will receive a card which looks like this:

LIBRARY CARD
UNIVERSITY OF BRITISH COLUMBIA
NOT TRANSFERABLE

MAY I BORROW RECORDS?

Yes. But you'll need a separate card from the Wilson Recordings Collection.

Wilson cards cost $50/year; $15/year for senior citizens. Only four recordings may be borrowed at one time and must be returned before more are borrowed.

WHAT ABOUT COMPUTER SERVICES?

Anyone may request a computerized literature search. The initial cost for people not connected with UBC is $30 for a reference interview with a librarian. In addition, you will be charged for computer time and other costs incurred by the Library in performing the search. Librarians in most branches and reference divisions can advise you on the procedure for this service.

WHAT ABOUT ORGANIZATIONS?

Institutional cards are available to business and industrial firms, private and public corporations, and government departments expecting to borrow materials from the Library's collection or requiring a photocopy account. Any staff member may use the card.

Please send a staff member to the Library to locate and retrieve materials. Short training sessions are available to assist such staff members in learning to use the Library.

Borrowing regulations **including the restrictions on journals** and other high use materials are the same as those indicated above. Fees are $150/year (September 1 to August 31). Additional cards may be purchased for $10/year.

NEED MORE INFORMATION ABOUT THE LIBRARY?

Help yourself to maps, brochures, handouts, bookmarks - or ask at the information/reference desk.

Columbia University
Libraries

Fee Payment Privileges

reading & borrowing

Fee-payment privileges entitle the reader either to reading privileges ($55.00 per month) or to borrowing and stack privileges ($100.00 per month) in all Columbia University Libraries with the exception of the Law Library. Access to the Libraries of Teachers College and Union Theological Seminary is not included in fee-payment privileges.

Interlibrary loans and data base searches are not included.

Visiting Scholars and **Seminar Associates** are given free reading privileges. Beginning January 1, 1987 Visiting Scholars will be charged $30.00 per month for borrowing privileges. Seminar Associates may obtain four-week borrowing privileges on payment of a monthly fee of $30.00.

Fee-payment borrowers are subject to specific loan periods and are responsible for the payment of any fines due or book replacement costs due. If the due date of the loan period falls after the expiration date on the borrower's card, the book will be due the day the card expires.

Fee-payment borrowers who fail to comply with the University stautes governing the care and use of the collections, including the proper charging and return of books, are subject to revocation of privileges.

Applications for fee-payment borrowing may be made in the Library Information Office, 234 Butler Library.

(687)

LIBRARY PRIVILEGES FOR CONTRIBUTING MEMBERS

OF THE FRIENDS OF THE LSU LIBRARY

As a contributing member ($50 per year) of the Friends of the LSU Library, you will be entitled to the Library privileges of matriculated undergraduate students:*

1. Library Staff The expertise and services of the Library Staff are available for reference, research and bibliographic questions, for library orientation and instruction and for other routine library problems (Library Information - 388-3969).*

2. Regular Circulating Materials A circulation badge will be kept on file for you at the Circulation Desk (388-2058). Your card will be valid for one calendar year from the date you join the Friends. Upon presentation of proper identification, you may charge regular circulating materials (items with book cards) out of the Library for four (4) weeks during the fall and spring semesters and three (3) weeks in the summer semester.

NOTE: Special Collections materials housed in Hill Memorial Library--including the Louisiana Collection, the Manuscripts Collection, the Rare Book Collection, and the McIlhenny Collection--do not circulate.

3. Restricted Circulation Circulation of restricted materials (items without book cards or journals) is not routine and is generally limited to faculty and graduate students who have sufficient reason for taking these materials from the Library. In special cases, restricted materials may be borrowed by other persons subject to the guidelines of the Circulation Department or the Serials Information Desk. Materials are usually checked out on restricted circulation for four (4) hours, overnight, three (3) days or one (1) week, depending on the title.

4. Hours You may use the Library during its scheduled working hours. The regular hours of the Library are:

Monday - Friday	7:15 a.m. to midnight
Saturday	8:00 a.m. to 5:00 p.m.
Sunday	12:00 p.m. to midnight

NOTE: The schedule varies during holiday periods, between semesters, and during summer session.

5. Interlibrary Services National interlibrary loan agreements restrict interlibrary loan privileges to faculty and graduate students; exceptions may be made at the discretion of the Central Reference Personnel (388-2138).

6. Library Duplication Services You may have materials copied by the staff at Graphic Services/Library Duplication (room 225) for the rate of 10 cents per exposure. Patron operated copiers are also available in Library Duplication and on each floor at 5 cents per exposure.

As a Library user, you will be subject to all rules and regulations of the Library including overdue fine and lost book fee assessments as follows:

Over due book fine	35 cents per day to a maximum of $15.00
Lost book fees	Replacement cost of book, plus a $15.00 processing fee ($5.00 non-refundable)
Restricted overdue fines	$1.00 per day or $1.00 per hour if due at a specific time

(Library privileges are suspended until fines are paid.)

LIBRARY SERVICES TO EXTERNAL BORROWERS

	Borrowing General Coll.	Privileges Reserve Coll.	Card Replacement	Holds/ Recall Notification	Traditional Reference	Bibliographies*		Interlibrary Loan Service	Document Delivery Service	Photocopying by mail or phone*** (no walk-in service)
						Manual	Computer			
Alumni 3,000,000	no charge	no service	$10	no service	no charge	$30/hr	$30/hr + cost	$10 + cost	no service	*$3 min. for up to 12 pgs. + 25¢ per ea. additional page
Friends of the Libraries 3,000,000	no charge	no service	$10	no service	no charge	$30/hr	$30/hr + cost	$10 + cost	no service	*$3 min. for up to 12 pgs. + 25¢ per ea. additional page
Professional Community 7,000,000	no charge	no charge	$10	no charge	no charge	**$30/hr	**$30/hr + cost	*$10 + cost	no charge	*$3 min. for up to 12 pgs. + 25¢ per ea. additional page
3,000,000	no charge	no service	$10	no service	no charge	$30/hr	$30/hr + cost	$10 + cost	no service	
Post-Secondary (4,000,000)	no charge	*service	$10	no charge	no charge	no service	no service	no service	no service	*$3 min. for up to 12 pgs. + 25¢ per ea. additional page
Temporary Borrowers 7,900,000	no charge	no service	$10	no charge	no charge	**$30/hr	**$30/hr+cost	**$10 + cost	*	*$3 min. for up to 12 pgs. + 25¢ per ea. additional page
School Students	no service	no service	n/a	n/a	no charge	no service	no service	no service	through school lib. refer to interlibrary loan policy	refer to interlibrary loan policy
General Community 3,000,000	no charge	no service	$10	no service	no charge	$30/hr	$30/hr + cost	$10 + cost	no service	*$3 min. for up to 12 pgs. + 25¢ per ea. additional page
Companies 2,000,000	no charge	no service	$10	no service	no charge	$30/hr	$30/hr + cost	$10 + cost	refer to interlibrary loan policy	refer to interlibrary loan policy
Gov. Depts. & non-profit organizations 2,000,000	no charge	no service	$10	no service	no charge	$30/hr	$30/hr + cost	$10 + cost	refer to interlibrary loan policy	refer to interlibrary loan policy

* service provided at the discretion of the unit head
** charges levied at the discretion of the unit head
*** subject to copyright considerations

Revised November 30, 1988

FEE PERMITS

As of January 1, 1988, fees for library privileges for outside users will be as follows.

Room Use Only	Borrowing Privileges
$35 for 3 months	$200 for one year
$60 for 6 months	(Not to be issued for periods of less than one year)
$100 for 1 year	

The fee system is available to the following categories of users:

Industrial or business concerns with no qualifying connections to the University of Miami or Richter Library. A permit can be assigned only to an individual, not to a firm or organization. Arrangements for corporate fees will be worked out with the Director of Libraries.

Physicians, lawyers, engineers, writers, and other individual professional people in business.

Students from public schools, colleges, or universities in south Florida or elsewhere who do not qualify for a courtesy permit.

Families of alumni.

Visiting scholars and/or faculty who are not officially sponsored by a University of Miami department or institute who wish to borrow books or who require privileges for longer than 3 months.

Anyone else not otherwise eligible for a courtesy permit or borrowing privileges.

HOW MUCH DOES IT COST TO USE INTERLIBRARY LOAN?

If you are registered at or employed by the University of Nebraska-Lincoln, you are responsible for most fees assessed by the lending library.

If you are not affiliated with the University of Nebraska-Lincoln, you will be assessed a $3 UN-L service fee in addition to any fees assessed by the other library.

Most libraries do not charge fees for lending material. Libraries that do charge are avoided when possible. Fees range from $5 to $20 per loan. Material may be obtained more quickly if you are willing to pay such a fee.

Although some photocopies are sent free of charge, prices can range from $1 to $10 minimum for a one-page article. Less expensive locations are queried first, but more expensive locations often have more complete collections and/or give faster service.

WHAT DO I DO IF I DON'T KNOW ALL THE INFORMATION REQUESTED ON THE FORM?

When information about a book or journal article is incomplete, inaccurate, or abbreviated, it will take longer to retrieve that material from another library. Library staff at all the branch libraries and at the Information/Reference Desk in Love Library are trained to help you locate complete information about books, journals, and journal articles. If you are unable to locate complete information, please include a photocopy of your reference as well as information about the source of your citation.

WHERE DO I PICK UP MATERIAL THAT I HAVE REQUESTED?

All photocopies received free of charge, or paid for with university funds are mailed directly to the address you give on your request. All other materials will be held at the Circulation Desk,in Love Library, or C.Y. Thompson or Dentistry Libraries, as designated by your request. When material is ready for your use, library staff will mail you a notice that tells you where to pick up the material. Please be prepared to pay charges at this time.

HOW LONG CAN I KEEP A LOAN?
CAN I RENEW?
CAN I PHOTOCOPY SOME OF THIS MATERIAL?
CAN I TAKE MATERIAL OUT OF THE BUILDING?

All of these questions are answered by each lending library. Usually a loan is made for two weeks; usually copying is not restricted; usually the material can be taken from the building. HOWEVER, USE OF LOANED MATERIAL IS OFTEN RESTRICTED IN ONE OR MORE WAYS. It is important that our library and you abide by and respect the restrictions placed by the other library. If the other library believes that our library has not handled its material with care, or if we do not return the material promptly it may refuse to loan us material in the future.

WHERE SHOULD I RETURN A LOAN ITEM?

Please return all loans to the desk from which you received them, or directly to the Love Interlibrary Loan Office. ALL RECORDS GIVEN TO YOU WITH THE LOANS SHOULD BE RETURNED WITH THE MATERIAL.

UNIVERSITY OF OREGON
LIBRARY

PUBLIC BORROWER PROGRAM

Any individual may consult the collections of the University of Oregon Library on site and without charge. Through the Public Borrower Program, the UO Library offers borrowing privileges to persons not affiliated with the University.

The fee for the Public Borrower Card is $25 per year. Borrowing privileges expire one year from date of purchase. Persons 62 years and older may pay $15 per year, and special rates apply to members of UO Lane County Alumni Association. Public borrowers are extended the same privileges as are UO undergraduate students with the exception of borrowing privileges from the Instructional Media Center. Interlibrary loan services are available to Public Borrowers for a fee. The charge is $6.00 for each successful transaction.

Borrowers should refer to the University of Oregon Library Circulation Policy for a complete list of library policies and borrower responsibilities. Borrowers must report lost or stolen cards immediately to the Circulation Desk Supervisor in the Main Library. Change of address must be reported immediately.

Questions about the Public Borrower Program may be directed to the Head of Circulation or Circulation Desk Supervisor in the Main Library, 686-3065.

UL-667 3/85

THE LIBRARY • EUGENE, OREGON 97403-1299 • TWX: 5105970354 • TELEPHONE (503)

An Equal Opportunity, Affirmative Action Institution

Fondren Library Rice University
Circulation Department

Outside Borrowers Loan Policy

Fee:	$100 per year, $50.00 deposit.
Loan Period:	Four books may be borrowed for four weeks. Reference books, reserve books, and periodicals are restricted to library use only.
Overdues:	Overdue notices are sent when books are one week overdue. A second notice is sent at two weeks. A bill for replacement costs is sent after five weeks.
Fines:	Fines are assessed at $.20/day per book, up to a maximum of $20.00 per book.
Lost Books:	If a book is lost, the patron is charged with the replacement cost of the book plus a $10.00 reprocessing fee. If the book is out of print, the charge is $.10 per page plus $10.00 reprocessing fee and a $6.00 binding charge. ***Additionally***, the patron is responsible for all fines accrued on the item until it is reported as lost. The library does not relinquish ownership of a lost book, and payment of the lost book fee does not constitute a purchase. All books remain the property of Rice Unversity and if found, a refund will be made upon return.
Penalties:	Borrowing privileges are suspended If one or more overdues or $5.00 in fines accumulate on a borrower's record. Borrowers are subject to legal action for recovery of unreturned books and bills accrued.
Holds/Recalls:	A hold, or personal reserve, may be placed on any book checked out of the library. The patron placing the hold will be notified when the book is available at the library. Books on loan are subject to recall after two weeks. A fine of **$1.00 per day** is charged for non-response to a recall notice seven days after the notice is sent.
Renewals:	One renewal is allowed on books checked out by outside borrowers unless there is a hold or recall in place from another patron. However, books must be returned and renewed at the Circulation Desk. There are no renewals via letter or telephone.
Borrower Responsibility:	Library patrons are responsible for notifying the library of change of address, loss or theft of library card, and loss or theft of books. A Patron accepts full responsibility for materials borrowed on his/her card and for returning these materials to the library by the due date indicated. Furthermore, this responsibility does not end until the books are checked in by circulation. For your protection, receipts are available upon request.

Loans on another patron's card are not permitted. A photo id is required. This restriction includes spouse, children, secretaries, and assistants.

Information:	Circulation Desk: 527-4021 Reference Desk: 527-8101, x2577 Friends of Fondren 527-4022

revised 3/88

STANFORD UNIVERSITY LIBRARIES FEE SCHEDULE
For Use Beyond 7 Courtesy Days

	Twelve Months	Three Months	One Month	One Day
Access				
Alumni*	$100.00	$ 40.00	$15.00	$2.00
Visitors	200.00	80.00	30.00	5.00
Access & Borrowing				
Alumni*	300.00	120.00	n/a	n/a
Visitors	500.00	200.00	n/a	n/a
Institutional Card	500.00	n/a	n/a	n/a

*Library privileges at Alumni rates are available to persons who have received a degree from Stanford or who have been registered for at least three consecutive quarters (excluding Summer Quarter); and to students on official leave of absence.

another patron. Renewals are made in person at the Circulation Desk. All books in circulation over 14 days are subject to recall. Books needed for course reserves will be recalled immediately. Seven day loan books cannot be renewed.

OVERDUE AND REPLACEMENT CHARGES

Overdue stack books are assessed at fifty cents per day. Overdue stack periodicals and overdue recalled books are assessed at $1.00 per day. When the overdue charge reaches $15.00, the book is declared lost and a replacement fee of at least $40.00 is added to this maximum overdue charge. To avoid overdue charges, lost books must be reported to the Circulation Office before they become overdue.

Replacement copies for lost books may be accepted in lieu of paying the standard replacement charge of $40.00. If a replacement copy is purchased and the original book is ultimately located, the patron will not be reimbursed for the cost of the replacement, nor can the replacement copy be returned to the patron. Lost books remain the property of the University of Wisconsin-Madison and must be returned if subsequently found.

Payment for overdue charges and replacement fees is made at the Bursar's Office, Window 4, Peterson Building, 750 University Ave., Madison, WI, 53706.

For further information regarding circulation policy contact the Circulation Office, Memorial Library, (608) 263-7360. Circulation Office hours are Monday-Friday, 8:00 am - 5:00 pm.

LIBRARY HOURS

Regular Schedule

Sunday	10:00am - 11:45pm
Monday - Thursday	8:00am - 11:45pm
Friday	8:00am - 9:45pm
Saturday	10:00am - 9:45pm

Interim Schedule

Monday - Friday	8:00am - 9:45pm
Saturday & Sunday	10:00am - 9:45pm

Card Application Window Hours

Monday - Thursday	8:00am - 9:00pm
Friday	8:00am - 7:00pm
Saturday	10:00am - 6:45pm
Sunday	10:00am - 9:00pm

Visitor passes available during these hours. Please present identification. No entrance passes issued when Card Window is closed.

Prepared by User Services Department 1989

LIBRARY BORROWING PRIVILEGES

DEPOSIT CARD

UNIVERSITY OF WISCONSIN-MADISON
[illegible]

Type of Materials	
Stack Books	semester loan
Stack Periodicals*	7 days**
PhD Theses	semester loan
Master Theses	do not circulate
Microforms Rare Books Reference Materials Greek & Latin Reading Room Materials East Asian Reading Room Materials	do not circulate
Music Library	
Stack Books	semester loan
*Limited Circulations Monuments Collected Works Facsimiles Bound Periodicals	7 days

*no renewals
**if older than 10 years

[illegible]OWING CARD[illegible]

Adult residents of Wisconsin are eligible to borrow books from the U.W.-Madison General Library System. One may apply for a card at the Memorial Library Card Application Window by presenting two forms of current identification showing Wisconsin residency (one of which must have a recognizable photo), and by placing a deposit of $30.00 with the University Bursar ($15.00 for senior citizens age 62 and over).

Borrowing cards are issued on a fiscal year basis and expire on June 30 of the current year. Once a deposit card is issued, it may be renewed on a yearly basis as long as no overdue fees or replacement charges have been incurred. Any outstanding charges must be paid before the card is renewed. To renew the card it is necessary to resubmit proof of residency. If the card is not renewed for 6 years after the expiration date, the deposit will lapse and the money will be absorbed into the general funds of the University. Requests for refunds should be made at the Card Application Window. Refunds will be processed approximately six weeks after the semester due date.

CIRCULATION POLICIES

A currently valid Memorial Library card must be presented at the time of charging out or renewing library materials.

The borrower is responsible for all books checked out on his/her card. The borrowing card is not transferable. Report the loss of your card immediately to the Memorial Library Card Application Window.

Please note that each campus library has its own circulation policies and loan periods. Information on these policies is available at the individual libraries.

Books must be returned to the same library from which they were borrowed. Books are not considered returned until they reach the proper library.

LOAN PERIODS

Most books may be charged out until the end of the current semester or the end of the eight week summer session. All materials are due as stamped in the back of the book. Journals must be at least 10 years old in order to be charged out, and have a 7 day loan period.

All semester loan books may have unlimited renewals unless requested by

SYSTEMS AND PROCEDURES EXCHANGE CENTER

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AN INFORMATION CLEARINGHOUSE TO HELP LIBRARIES:

- LEARN OF CURRENT PRACTICES
- SOLVE PROBLEMS
- MANAGE CHANGE AND
- IMPROVE PERFORMANCE

OMS

Association of Research Libraries
OFFICE OF MANAGEMENT STUDIES
1527 New Hampshire Avenue, N.W.
Washington, D.C. 20036